PAIF Data Entry Assistant 2001 Software User's Guide

California Department of Education

Educational Demographics Office

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Preparing to Use the PAIF Sofware

Requirements

The PAIF software will only work on a personal computer running the Windows95/98/2000 or Windows NT operating system.
The PAIF is always installed on a hard disk. This provides for best performance and for the relatively large data files that PAIF must access.
The minimum PC required configuration is:

- IBM or compatible PC

- 80486 processor or higher

- Mouse

- CD-ROM Drive

- one diskette drive (3.5 inch high density)

- Windows 95/98/2000 or Windows NT

- 8MB RAM (16 MB recommended)

- VGA or higher resolution monitor

- Minimum 6 megabytes disk space

A printer is optional but will provide significant benefit in terms of printing reports and error summaries.
A mouse may be used if present, but must be initiated when your computer is started.

Installation

1. Turn your computer on.

2. Insert the supplied **"CBEDS Software (2001)"** CD-ROM in the CD drive. In the **Start** Menu select **RUN**. Type the following command.

   D:\pinstall\SETUP   {where D is the letter of your CD-ROM}

3. Then click OK.

4. Follow the instructions that appear on your screen. You will be asked to answer a number of questions regarding the installation. You can abort the installation by pressing the **Cancel** button when it is displayed and you may safely start the installation process again later.

5. All of the software and data files are installed in a subdirectory. The default name for this directory is PAIF2001. You may choose another; although going with the default will make any future modifications easier.

6. You will be kept informed as the installation proceeds.

7. The first time you run the PAIF software you will be asked to select your district. You may search for your district by typing the first few letters of your district name in the **"Search"** box or by navigating in the list of districts. Once your district is highlighted, press the **"Create PAIFs"** button.

Summary of Changes_PAIF

1. **Added Assignment Codes**

   2280 Support Teaching Assignment **–** foreign language

   6011Peer assistance review

   6012 Beginning teacher support and assessment (BTSA)

   2455 Web Design

   2776 AP-Human Geography

   2777 AP-World History

2. **Added Credential**

   Special Designated Subjects (driver education, driver training, ROTC, basic military drill, aviation flight or ground instruction)

3. **Grade level –** replaced **"**Multiple grades, no majority**"** with **"**Multiple Grade/No Majority 9-12**"** and **"**Multiple Grade/No Majority 7-8**"**

4. Added ability to capture Private School Services

5. Added ability to capture Distance Learning.

Quick Guide to the PAIF

<u>Introduction</u>

This document is intended to be a short explanation of the steps necessary to use the PAIF software. Refer to the *CBEDS 2001 Administrative Manual* for detailed information on completing the forms. Refer to the *PAIF Software User's Guide 2001* which will be available on the CD-ROM in the \DOCS00 subdirectory in both MS-Word97 and Adobe Acrobat format.

<u>Step 1: Instructions and Forms</u>

Review the instructions and forms that were sent in the CBEDS 2001 mailing.

<u>Step 2: Install Software</u>

To install the PAIF 2001 Software, follow the instructions on the inside of the CD-ROM cover.

<u>Step 3: Gather Data</u>

Review the forms to determine which data you need from each school. Some school districts have the data available centrally, while other districts must collect it manually each year from the schools in the district. The way you use the PAIF software will depend on how your district has the data available. Your options are:

(a.) Paper reports are available from each school

You will need to ensure that all the data you need for each school are available on the paper reports. If some data are missing, you will need to collect it from the appropriate source.

(b.) Data are not available centrally and must be collected from each school.

You may (1) request preprinted PAIF forms from data submitted last year or (2) use the PAIF software to print out a PAIF form for each staff member. To use the PAIF software to print forms, select "Select PAIFs" or "Selected School's PAIFs" under the "Reports" menu. Mark the Staff member(s) or School(s) that you want printed and then select the "Print" button.

The forms may then be distributed to each school with instructions to complete the form.

(c.) Data are available electronically at the district.

If the data are available in an electronic format, the data may be imported into the PAIF software without data entry. The data must be in the format specified by the software. The format is available in the Docs01 directory on your CBEDS CD-ROM.

<u>Step 4: Starting the Program</u>

Click on your Start Button on the bottom left hand side of the window, select programs, and select CBEDS PAIF-01 to start the PAIF program. The first time you open the program you will be prompted to enter the name of your district to enable the program to retrieve district records.

<u>Step 5: Adding/Deleting Schools</u>

Add and/or delete schools if necessary by selecting **"**Edit Schools**"** under the **"**Edit**"** Menu and following the prompts. PAIF records associated with schools to be deleted must be reassigned to open schools before the schools may be deleted.

Step 6: Entering Data Into PAIF

- For those districts that used Step 3(a.) or Step 3(b.)

  For each school, enter all data by selecting **"Edit PAIFs"** under the **"Edit"** Menu. You can sort by Staff I.D., Name, or School by clicking on the respective column header. To enter/edit data for a staff member, click on his/her name and then select the **"Edit PAIF"** button at the bottom of the Window. Enter data for each section by clicking on the appropriate tab and entering data on each of these screens. You can view any generated errors on the **"Select"** tab by clicking on the **"View Errors"** button.

- For those districts that used Step 3(c.)

  If you have the PAIF data available in electronic format, you must match the format to the published format for the data found in Appendix A of your PAIF Software User's Guide (docs01\paifsoft.doc).

  Use the **"File"**, **"Import data"** option to load your existing data into the PAIF-01 program. If any preliminary errors have been identified which prevent loading the data, print out the error report and resolve the errors. Once all preliminary errors have been identified and corrected, load the data into the software.

Step 7: Check Data for Errors

Run the error report by using the **"Reports"**, **"Report - Errors"** option. If errors exist, print out the report and use the report to resolve the errors. You may also want to print the **"Explanation of Errors"** report by using the **"Reports"**, **"Documentation - Explanation of Errors"** option. This report explains in more detail each edit check.
All **"Errors"** must be resolved before submitting the data. All **"Warnings"** should be reviewed. **"Warnings"** will **not** prevent data submission.
Use the **"Edit"**, **"Edit PAIF"** option to correct identified errors.

Step 8: Verify Data and Print Reports

You may wish to print out individual copies of the PAIF reports to review for accuracy prior to submitting the data or print out some of the summary reports.

Step 9: Submit Data

Once all **"Errors"** have been resolved and **"Warnings"** have been reviewed, you are ready to submit your data.
The submission of data via Internet relies on an active Internet connection. Use the **"File"**, **"Submit data via Internet"** option. Verify the **"district contact/certification"** information, and then click on the **"Submit data"** button. After the **"Submit data (via Internet)"** screen displays, click on the **"Submit data"** button.
If submitting your data via Internet is not possible, you may submit your data via diskette. Insert a blank diskette into your computer. Select **"Submit data (via diskette)"** under the **"File"** Menu. Once the data are saved, please refer to the instructions to submit the disk to Genesis Data (found in the CBEDS Administrative Manual).
Note: If you cannot submit your data by Internet after three or four attempts, you may email your data (the file will appear similar to P0125041.int) to kscheff@cde.ca.gov. You will receive confirmation of data receipt within five working days.

Step 10: Backup Data

Once your data have been submitted you may wish to back-up your data to a diskette for safekeeping by using the **"**backup**"** option that is available when you exit the PAIF software.

We recommend that you keep the PAIF software on your PC until July 2001 in case CDE staff have any questions or the data have not been correctly transmitted.

To remove the PAIF software, go to Start Menu, click on settings, and select control panel. PAIF software can be removed from the **"**Add/Remove**"** application in the Control Panel window.

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Menu Functions

File Menu

Five functions are available from the **File** pull down menu.

Submit data (via Internet) - Used to submit completed PAIF data to Genesis Data using your Internet connection.

Submit data (via diskette) **–** Used to submit completed PAIF data to Genesis Data by writing data to diskette.

Import PAIF data**–** Used to retrieve PAIF data into the PAIF Data Entry Assistant (DEA) application.

Export PAIF data**–** Used to save PAIF data for the district/selected schools to a file for use in other applications.

Quit **–** Used to exit the PAIF Data Entry Assistant and return to Windows desktop.

File	Edit	Report	Utility	Help
Submit data (via internet)...				
Submit data (via diskette)...				
Import PAIF data				
Export PAIF data				
Quit				CTRL+Q
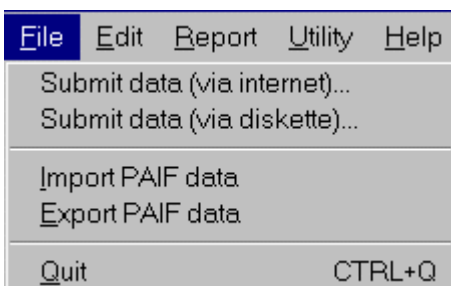
Submit Data - Via Internet / Via Diskette

When the PAIF data are submitted either through the **"Submit data (via Internet)"** or **"Submit data (via diskette)"** option, the following steps are taken:

1) The data is check to make sure no errors are present. You cannot proceed until all errors are resolved. (See Submit data - Errors)

2) A data confirmation screen is presented. Use this screen to verify that the data is correct before proceeding. (See Submit data - Check)

3) If there are any warning remaining, a screen summarizing the warnings is presented. These warning should be checked and verified before proceeding. By entering the contact name and phone number, you are certifying that the data are correct. (See Submit data - Warning)

4) If you selected the **"Submit data (via Internet)"** option, you will see the Internet Submission screen. [See Submit data (via internet)] If you selected the **"Submit data (via diskette)"** option, you will see the **"Create disk"** screen. [See Submit data (via diskette)]

5) You will then see the dialogue box that confirms that the data has been created.(See Submit data -

Confirmation)

6) If you selected the **"Submit data (via Internet)"** option, you may print out a receipt showing the data and time your data was submitted. (See Submit data - Receipt)

Submit Data - Errors

If this screen is displayed, all errors have not been resolved. All errors must be resolved before proceeding with submission.
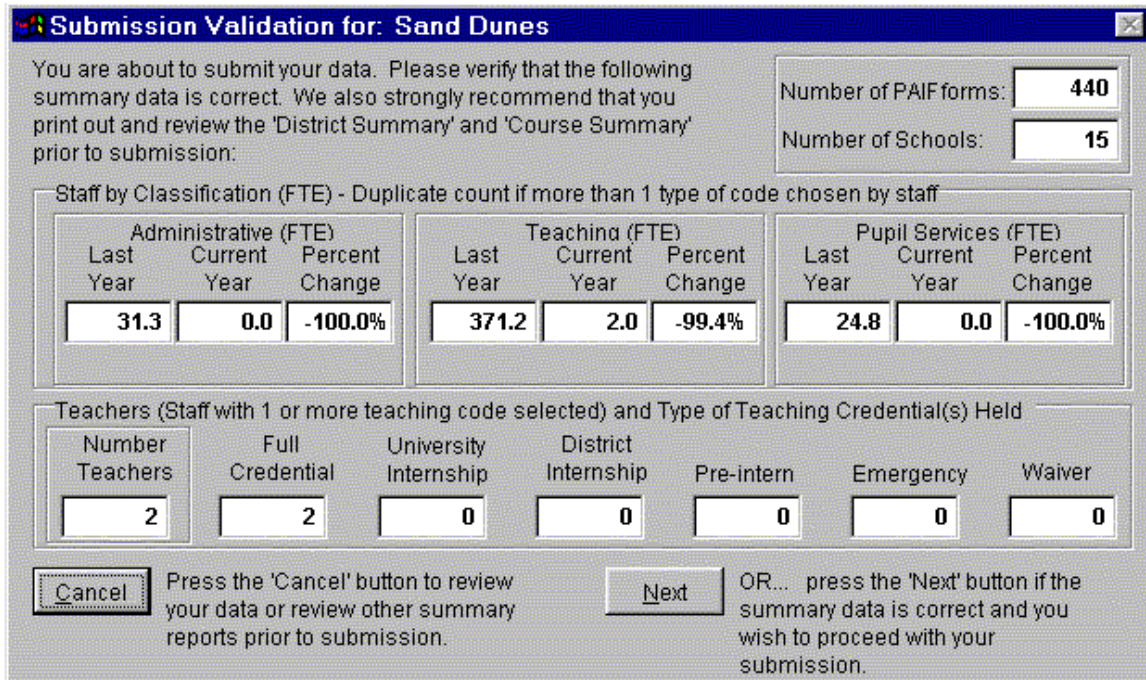
For a description of the steps involved in submitting data see Submit Data - Via Internet / Via Diskette.
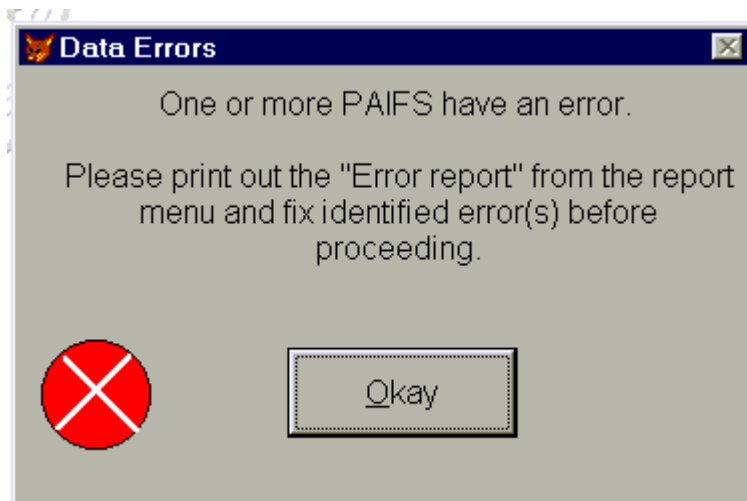
Submit Data - Check

This screen display a summary of the data you have entered so that you can check to make sure that the data appears correct before submitting the data. Press the "cancel" button if the data does not appear to be correct and you wish to review your data or press the "next" button to continue with the submission process.

For a description of the steps involved in submitting data see Submit Data - Via Internet / Via Diskette.

Submission Validation for: Sand Dunes

You are about to submit your data. Please verify that the following summary data is correct. We also strongly recommend that you print out and review the 'District Summary' and 'Course Summary' prior to submission:

Number of PAIF forms: 440

Number of Schools: 15

Staff by Classification (FTE) - Duplicate count if more than 1 type of code chosen by staff

Administrative (FTE)			Teaching (FTE)			Pupil Services (FTE)		
Last Year	Current Year	Percent Change	Last Year	Current Year	Percent Change	Last Year	Current Year	Percent Change
31.3	0.0	-100.0%	371.2	2.0	-99.4%	24.8	0.0	-100.0%

Teachers (Staff with 1 or more teaching code selected) and Type of Teaching Credential(s) Held

Number Teachers	Full Credential	University Internship	District Internship	Pre-intern	Emergency	Waiver
2	2	0	0	0	0	0

Cancel — Press the 'Cancel' button to review your data or review other summary reports prior to submission.

Next — OR... press the 'Next' button if the summary data is correct and you wish to proceed with your submission.

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Submit Data - Warning

This screen will appear when all errors have been resolved, but warning(s) still remain. Please verify that all the warnings have been checked and the data has been correctly entered. By entering your name and phone number you are verifying that you have checked the data. You will not be allowed to proceed with the data submission until you enter your name and phone number.

For a description of the steps involved in submitting data see Submit Data - Via Internet / Via Diskette.

Warnings

**One or more PAIFs have a warning.
All warnings for PAIFs are listed**

Warning	Name/ID number	School/code
044. Significant change in number of staf		Harbor Middle (6000006)
000. No data entered -- error checks will	Arbuckle, Ron I (000000151)	Harbor Middle (6000006)
022. PERCENT IN ASSIGNMENT(s) - not	Avid, Leah (000000152)	Harbor Middle (6000006)
024. PERCENT IN ASSIGNMENT(s) - mu	Avid, Leah (000000152)	Harbor Middle (6000006)
026. ENROLLMENT - must be reported f	Avid, Leah (000000152)	Harbor Middle (6000006)
031. GRADE LEVEL - must be reported fo	Avid, Leah (000000152)	Harbor Middle (6000006)
000. No data entered -- error checks will	Bair, Scott X (000000154)	Harbor Middle (6000006)

To continue submission, enter the CBEDS Coordinator's name and phone number below, and then press the "Next" button.

By entering your CBEDS Coordinator's name and phone number and proceeding with submission, you are CERTIFYING that you have reviewed all warnings above and that the data are correct as

CBEDS Coordinator: [   ]   Phone/Extension: [( ) -   ]

[Cancel]   [Next]

Submit Data (Via Diskette)

The role of this function is to prepare the necessary diskette to be returned to Genesis Data for processing. Upon selection, you are directed to wait while all PAIFs are examined for possible errors. The other option available for submitting data is the Submit data (via internet) menu option. Only **one** of these two options may be used to submit your data.

If any warnings are detected a submission warning form must be filled out. If any errors are detected you are informed and the function terminates. You must resolve all errors before attempting the send function again. Printing an error report (described in the next section) is very useful in resolving errors. When your file is error free, you will be directed to place the green labeled PAIF 2001 RETURN DATA diskette provided by Genesis Data into the disk drive. After placing the diskette in the selected drive, press the **"**Copy to diskette**"** button to begin the process.

For a description of the steps involved in submitting data see Submit Data - Via Internet / Via Diskette.
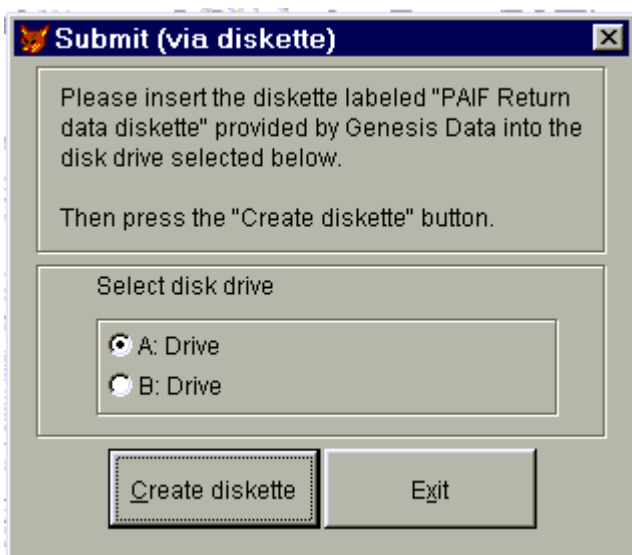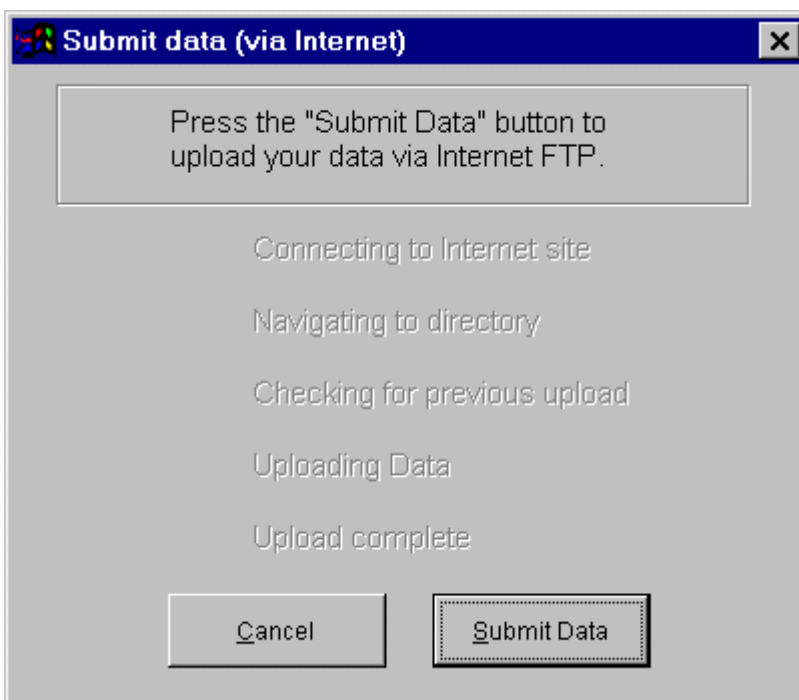

Submit Data (Via Internet)

WARNING: This function only works if you have an Internet connection.

The role of this function is to submit your data to Genesis Data for processing using your Internet connection. Upon selection, you are directed to wait while all PAIFs are examined for possible errors. The other option available for submitting data is the Submit data (via diskette) menu option. Only **one** of these two options may be used to submit your data.

If only warnings are detected a submission warning form must be filled out. If any errors are detected you are informed and the function terminates. You must resolve all errors before attempting the send function again. Printing an error report (described in the Error Report section) is very useful in resolving errors.

When your file is error free, you will see the following screen. Press the **Submit Data** button to begin the upload process.
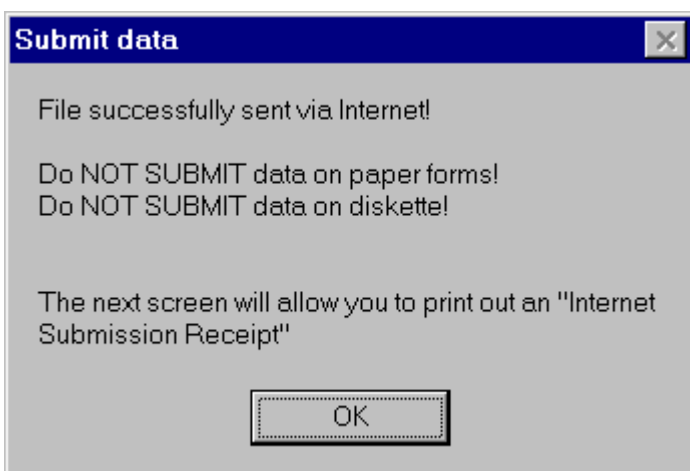
For a description of the steps involved in submitting data see Submit Data - Via Internet / Via Diskette.

Submit Data - Confirmation

This dialogue box will display after the data has been successfully submitted.

For a description of the steps involved in submitting data see Submit Data - Via Internet / Via Diskette.

Submit Data - Receipt

This function is only available when the data are submitted via Internet. It allows the user to print out a report indicating the date and time the Internet submission occurred.
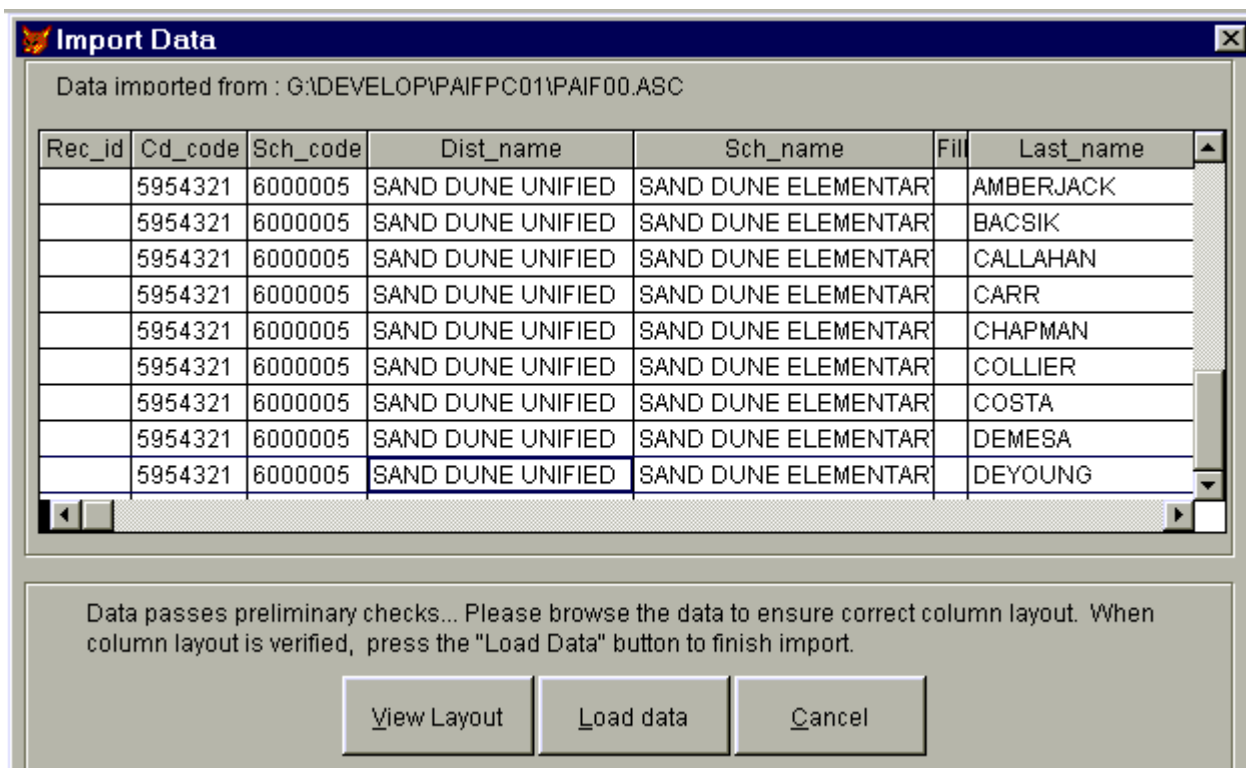
For a description of the steps involved in submitting data see Submit Data - Via Internet / Via Diskette.
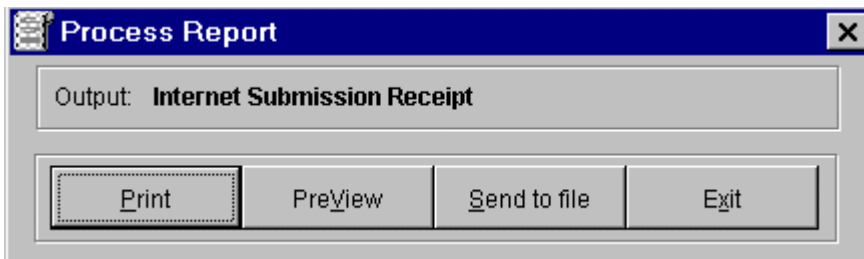
Retrieve - Verify

This screen will display when you choose to import data for all schools in the selected district. Use this screen to verify the column layout to be imported.
Press the **"Load Data"** button to complete the import process.

Import PAIF Data

This function is essentially the opposite of the **Export PAIF Data** function. A pop-up menu is presented that offers retrieval of PAIF data from any of the three file types mentioned above. After the type of file is selected (**ASCII**, **dBASE**, or **Tab-delimited**), you are prompted for the name of the file.
Input files are assumed to be in the proper format (see remarks for the **Save As** function and consult Appendix A PAIF File Layout). In other words, acceptable input for the **ASCII** version of the **Import_PAIF_data** function would be essentially identical to that produced by the **ASCII** version of the **Save As** function.

 Choices to make on the Import_PAIF_data Screen:

<u>Import File Format</u>
Select the appropriate file format for the file that you are importing.

- SDF Format (by column)

- Comma Delimited

- DBF format

<u>Replace/Merge Data</u>

> *Replace existing data* - If you want to replace the existing data and completely delete the existing PAIF records, choose this option.

> *Merge with existing data* **–** Use this option if you want to import data but only update the PAIF records for the data in your incoming dataset. PAIF records that do not have a matching district assigned identification number or last name/first name will not be modified.

All/Some Data

- *Import all schools* **–** This will take all data from the incoming dataset.

- *Select school(s) to import* **–** This will read in the data from the incoming data set and present you with a pick list of schools that are included in the dataset. You may then select the one or more schools that you wish to import.
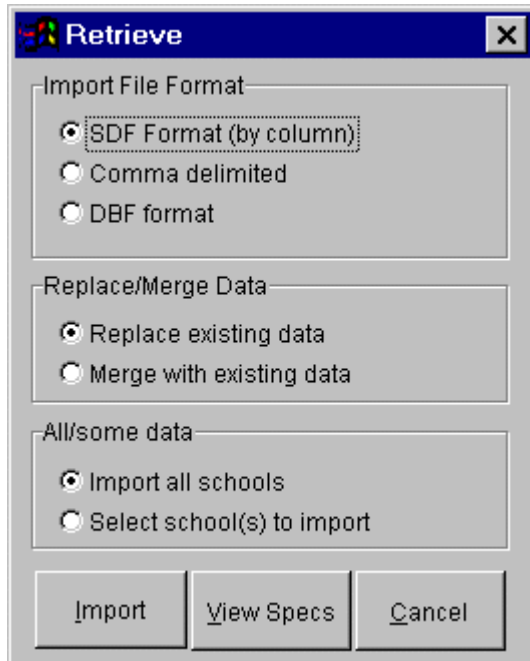

Press the Import button to begin processing the data set. The next screen will be the verify screen, where the imported data will be displayed prior to loading.

Press the View Specs to display the help screen showing the required file specifications for the incoming dataset.

Retrieve - Overwrite Warning

This screen will display when you have selected the **"**Replace existing data option**"**. It is a reminder that all current data will be replaced with the data that will be imported. Please be sure that this is what you want to do before proceeding.
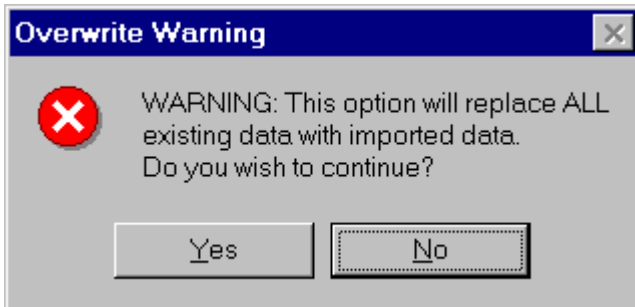
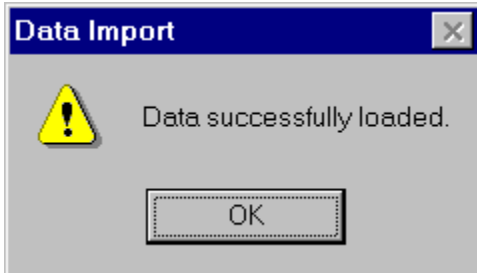
Retrieve - Select

Use this screen to select the specific school(s) you wish to import. You will be presented with a pick list of all schools that are in the database. Select the school(s) you wish to import by clicking on them. If you wish to select more than one school use Ctrl + Click or Shift + Click to select a range.
Press the **"**Import**"** button to complete the import process.
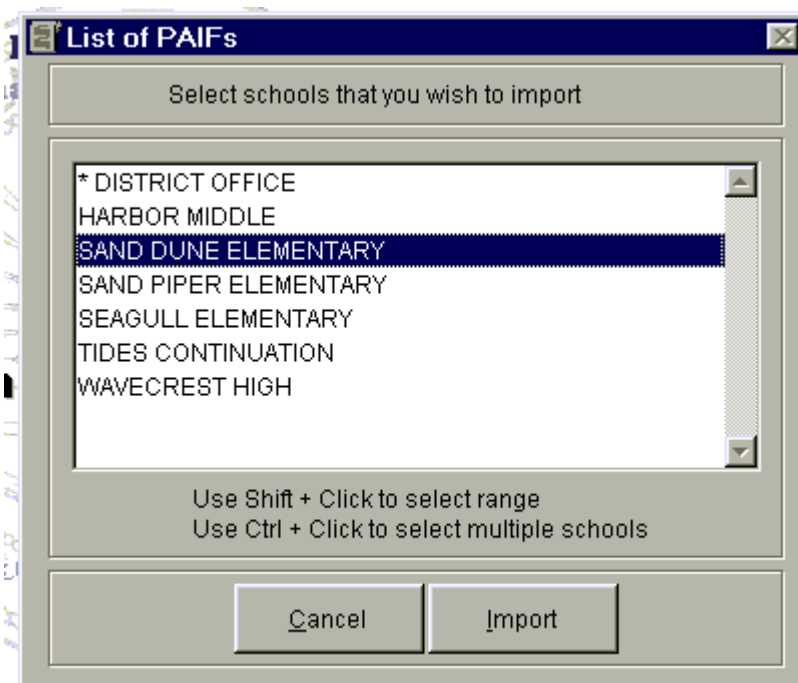
Retrieve - Confirmation

This dialogue box will display after the data has been successfully imported.

Export PAIF Data

This function provides a method for saving all of the available PAIF data to a file, which may be used in other applications. In addition, an Exit button is available to return to the main menu.
You may select which schools you wish to save to an ASCII file by pressing the **"**Select 1 or more schools**"** check. If you select this option, you will be presented with a display of all schools in the system and you may select one or more schools to save.

Save as - Select

Use this screen to select the specific school(s) you wish to export. You will be presented with a pick list of all schools that are in the database. Select the school(s) you wish to export by clicking on them. If you wish to select more than one school use Ctrl + Click or Shift + Click to select a range.
Press the "Export" button to complete the export process.
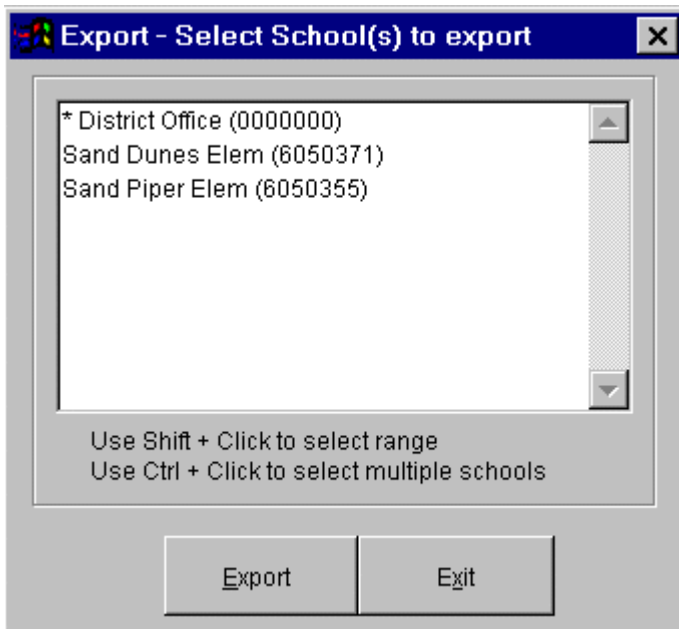
Quit

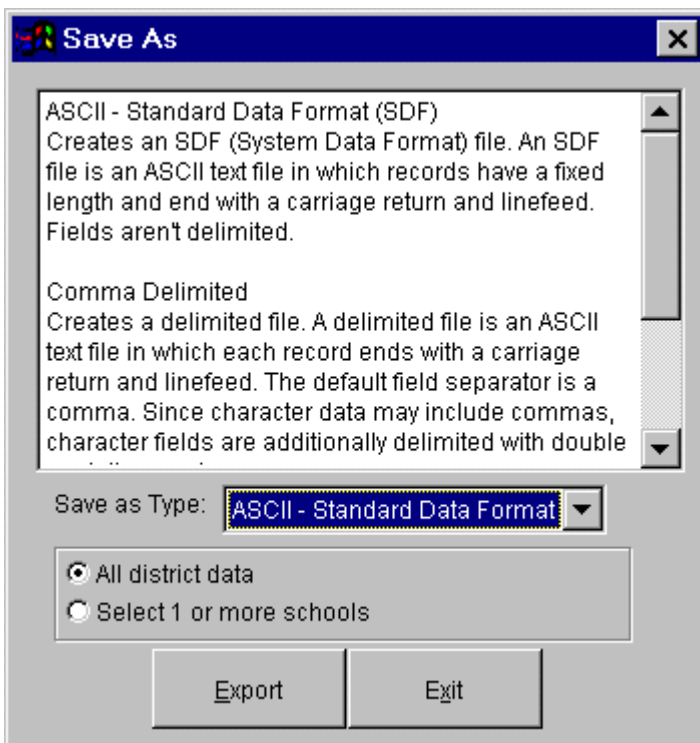Every time you exit the PAIF software you are provided with the opportunity to backup your data. You may backup your data on your hard drive or a diskette. By backing up your data you are protecting yourself from losing valuable information. By backing up to a diskette, you protect yourself from hard drive failure.
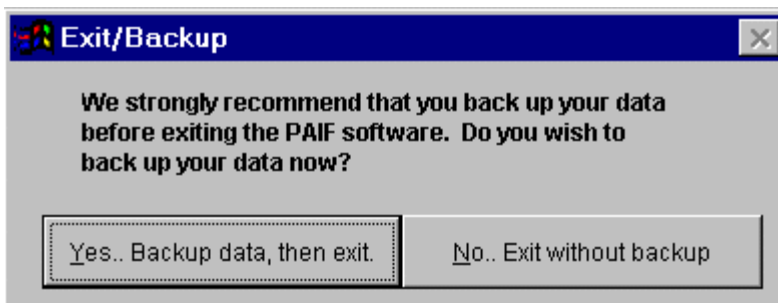
Edit Menu

Edit Menu

Two functions are available from the EDIT pull down menu. One of the functions is used to edit PAIF data and the other is used to edit School data.
The Cut, Copy, and Paste options provide the default Win95 behavior while editing a text field.

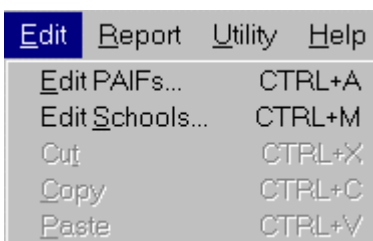| Edit	Report	Utility	Help
Edit PAIFs...			CTRL+A
Edit Schools...			CTRL+M
Cut			CTRL+X
Copy			CTRL+C
Paste			CTRL+V

Edit PAIFs - Select

This menu allows you to select the PAIF you wish to work on, by using the search text box or by selecting the desired record directly on the list of PAIFs. There are six buttons you may use to process the selected PAIF.
The button options include:

View errors – Used to view the errors.

Edit PAIF - Used to bring up a screen used to edit data fields on a PAIF record..

Print PAIF - Used to print PAIFs.

Reassign - Used to reassign I.D. numbers and names.

Add – Used to add a staff record.

Delete – Used to delete a staff record.

Other – Used to bring up the **"Private School Services"** and **"Distance Learning"** Options

Exit – Used to save changes and return to Main Menu.

The SELECT PAIF Screen allows you to search for a specific PAIF in three ways: by district-assigned identification number, by last name, and by school name. In order to search for a PAIF you must first select the SORT ORDER you want to use for the search.

To select the sort order, you must click on any of the column headers D.I.D., Name, or School. Then you

may type character data into the **"Search on"** text field. As you type text into this field, the box containing PAIFs will automatically advance to the first PAIF that meets your search critieria. You may also activate the grid and use arrow keys, page up/page down, and/or the scroll bar on the right hand side of the grid to locate a specific PAIF. Once the PAIF is selected, press the appropriate button to take the desired action.

Note the error column in the grid. If **"Error(s)"** is in the **"Error(s)"** column, the PAIF has one or more errors. The errors must be corrected before the data may be submitted.

View Errors

This screen is used to display any errors associated with a particular PAIF record. All errors need to be resolved before PAIF data is submitted to Genesis data using **Submit data (via diskette)** or **Submit data (via Internet)**. You may also want to use the **Error Report** option under the **Report** menu item to print out an error report which includes all identified errors for all PAIF records in the district. You may press the Exit button or press escape to return to the SELECT PAIF screen.

Edit PAIF - Biographical

The **Biographic Tab** is used for entering biographical data. Move between fields using the Tab key or by clicking on the desired field with the mouse. Some of the fields on this tab are text fields where you may type in characters, while other fields have pull down lists which limit your data entry to a fixed set of valid options. These fields include Gender, Highest Educational Level, and Full/Part Time. Use the ↑ and ↓ keys in these fields to make your selection, or display the entire menu by clicking on the down arrow for that field with the mouse. For the text entry fields, type in the data and then press the Enter or Tab key to move to the next field.

District Assigned Staff Identification Number (optional)

Each PAIF must include information to identify the individual record. If you choose not to submit the District Assigned Staff Identification Number, you must complete the section listing your first and last name.

The District Assigned Staff Identification Number is a separate and unique number assigned by the district to each person completing the PAIF. The number may be from one to nine digits and entered in the space provided. The district must keep a record of the assigned numbers to respond to questions during the process of data editing. The District Assigned Staff Identification Number could also be your social security number if the number is voluntarily provided for reporting purposes.

Print the number in the boxes provided. Carefully fill in the oval corresponding to the numeral you printed in the box at the top of the column. If your number is preprinted incorrectly, reenter the **entire** number.

Name (optional)

Each PAIF must include information to identify the individual record. If you choose not to submit your name, you must complete the District Assigned Staff Identification Number. Print your last name, first name, and middle initial in the boxes provided. Carefully fill in the oval corresponding to the letter printed in the box at the top of the column. If a box has been left blank, blacken the blank oval at the top of the column. If you need to make a correction to any portion of your name, reenter your **entire** name and blacken the ovals. to the numeral you printed in the box at the top of the col-umn. If your number is preprinted incorrectly, reenter the **entire** number.

Highest Educational Level:

Indicate your highest educational level. Convert quarter hours to semester hours by multiplying quarter hours by two-thirds. If your form is prefilled, do not mark this item unless the level indicated is not correct.

Race/Ethnic Designation:

Indicate the racial or ethnic designation(s) or groups to which you belong or with which you most closely identify. These new instructions are in accordance with the new federal standards, which recommend allowing an individual to select more than one designation. The racial/ethnic designations and definitions also have been modified to reflect the new federal standards.

If your racial/ethnic designation(s) is preprinted correctly do not mark this item. If your racial/ethnic designation(s) is preprinted incorrectly enter **"N"** to delete the incorrect designation and enter **"Y"** to indicate the correct designation.

Educational Service:

Total years of public and/or private educational service and years of service in a certificated position in the district must be a minimum of 1 year. If this is your first year of service, enter **"1"**.

Funding for your district for the Beginning Teacher Support and Assessment Program (BTSA) is based upon the number of eligible first and second year teachers in your district. It is imperative that accurate and timely data are provided regarding your first and second year teachers and the type of credential they hold.

Gender

Fill in the appropriate oval for your gender. If your gender is preprinted correctly, do not mark this item.

Birth Year

Print the last two digits of the year of your birth in the boxes provided. Carefully fill in the oval corresponding to the numeral you printed in the box at the top of the column. If your birth year is preprinted incorrectly, reenter **both** digits.

The four buttons available are:

Previous PAIF – Move to the previous PAIF record (using the order selected on the Select PAIF screen).

Next PAIF – Moves to the next PAIF record (using the order selected on the Select PAIF screen).

Cancel – Cancel the updates that you have made on the form and return to the Select PAIF screen.

Save/Exit – Save the updates that you have made on the form and return to the Select PAIF screen.

Edit PAIF - Credentials

This **Teaching Credentials Tab** is used for entering Credential data. Move between fields using the Tab key or by clicking on the desired field with the mouse. All of the fields on this tab are text fields where you must type in either Y for yes or N for no. Type in the data and then press the Enter or Tab key to move to the next field.

Mark the teaching credentials you currently hold. Mark one or more from each of the categories Types of Teaching Credential(s) Held.

Many requests are made for teacher credential data. If this section is left blank it will appear as if the teacher has no credential and data will reported as such.

Please refer to the glossary for further explanation onTeaching Credentials .

The three buttons available are:

> **Previous PAIF –** Move to the previous PAIF record (using the order selected on the Select PAIF screen).

> **Next PAIF –** Moves to the next PAIF record (using the order selected on the Select PAIF screen).

> **Save/Exit –** Save the updates that you have made on the form and return to the Select PAIF screen.

Teaching Credentials

Regardless of your present assignment, mark all the valid teaching credentials you currently hold. Mark one or more from each of the categories *Types of Teaching Credential(s)* Held and *Authorized Teaching Area(s)*. Teachers who hold a General Elementary Credential or a General Secondary Credential must mark only those areas in the lower section for which they have a specific credential. Do not report emergency permits or waivers if it is not necessary for your current assignment.

For example, an elementary self-contained teacher with a General Elementary Credential would mark from the *Types of Teaching Credential(s)* section, only *Full Credential* and from the *Authorized Teaching Area(s)* section, only *Elementary/self-contained class-room*s. For purposes of this collection, teachers who hold a 30-day emergency permit are not required to report an authorization. Many requests are made for teacher credential data. If this section is left blank it will appear as if the teacher has no credential and data

Edit PAIF - Authorized Teaching Areas

This **Authorized Teaching Areas Tab** is used for entering Teaching Area data. Move between fields using the Tab key or by clicking on the desired field with the mouse. All of the fields on this tab are text fields where you must type in either Y for yes or N for no. Type in the data and then press the Enter or Tab key to move to the next field.

Mark one or more from each of Authorized Teaching Area(s). Teachers who hold a General Elementary Credential or a General Secondary Credential must mark only those areas in the lower section for which they have a specific credential.

For example, an elementary self-contained teacher with a General Elementary Credential would mark from the Types of Teaching Credential(s) section, only Full Credential and from the Authorized Teaching Area(s) section, only Elementary/self-contained classrooms.

Many requests are made for teacher credential data. If this section is left blank it will appear as if the teacher has no credential and data will reported as such.

Please refer to the glossary for further explanation onTeaching Credentials .

The three buttons available are:

Previous PAIF – Move to the previous PAIF record (using the order selected on the Select PAIF screen).

Next PAIF – Moves to the next PAIF record (using the order selected on the Select PAIF screen).

Save/Exit – Save the updates that you have made on the form and return to the Select PAIF screen.

Edit PAIF - Assignments

All fields in the **Assignments** form are text entry fields. When filling in the teaching assignments screen, just fill in the blanks. Assignment Code fields can also be chosen from a list. Place your cursor in the target Assignment Code box, then press the right mouse key or the F3 key. Move the selection bar to the desired Assignment Code category and press the Enter key, then select a code from the list that appears. All of the fields on this screen are numeric, except the UC/CSU subject, which may be Y, N, or blank.

It is important to note that this screen shows how a teacher is spending his/her time at work, in total. Therefore, the amount of time on this screen must add up to 100%. This represents 100% of the time spent at work, even if the teacher works half time. There is a counter on the bottom of the screen to help you make sure this adds up to 100%. Note that even if part time 80% is entered on the Biographic screen, the total Percent in Assignment still must total 100%. The only case where the percent total can be more than 100% is if Teach Over 100% is **"**Yes**"** on the first screen.

	Code	Assignment	Percent	Male	Female	Grade	UC/CSU
1.	1004	Grade 4	100	13	15		
2.							
3.							
4.							
5.							
6.							
7.							
8.							

*Total % 100 Calc %

*Total Percent must be 100% whether Full Time or Part Time, unless paid to Teach Over 100% is Yes)

Previous PAIF   Next PAIF   Save/Exit

The three buttons available are:

> **Previous PAIF –** Move to the previous PAIF record (using the order selected on the Select PAIF screen).

> **Next PAIF –** Moves to the next PAIF record (using the order selected on the Select PAIF screen).

> **Save/Exit –** Save the updates that you have made on the form and return to the Select PAIF screen.

Assignment Block Completion
1. Assignment or Course Title

In the space provided, print the title as found on the Assignment Code List on pages 6-10 of the *Professional Assignment Information Form Instruction*s. Use the "other" category code **only** if your assignment cannot be defined by one of the listed titles or if you have a combined responsibility with one of the general groupings of assignments. Indicate only your current assignment(s). Persons with more than eight assignments should combine them by grade level or type to fit no more than the eight blocks.

2. Assignment Code

Print the code number corresponding to your course, class category, or assignment as found on the list. Fill in the oval corresponding to the number you printed at the top of each column. **Use only assignment codes from the 2001 Assignment Code List.**

3. Percent of Your Time Spent in This Assignment

Print the percent of your time **on the job** devoted to this assignment and fill in the corresponding ovals. If **all** of your time is devoted to this assignment, indicate "00" to show 100 percent of your time. The sum of percents for all assignments must total 100, whether you are a full- or part-time employee. If you are paid to teach in excess of a full-time position, the sum of percents for all assignments must total over 100 percent.

For nonteaching assignments, leave items 4 through 6 blank.

4. Enrollment in This Class or Course

For teaching assignments only, indicate the number of male and female students in this class or course section. Print zero(s) in the left column(s) for numbers less than 100 (e.g., 001 or 011). Then, fill in the corresponding ovals, including zeros. Certificated staff in non-teaching positions should leave class or course enrollment blank. Teachers in support teaching assignments do not need to report enrollment.

Do not include adults in correctional programs.

5. Grade Level (grades K–12)

Indicate the grade level of the majority of students in the class. If two grades are equally represented, indicate the highest grade level represented. Indicate "multiple grades, no majority (K-8 or 9-12)" if more than two grades are represented in the class and no grade level represents over 50% of the students. For grades K–8, you do not need to complete this section for a self-contained classroom assignment.

6. UC/CSU Course (grades 7–12)

Indicate whether or not this course is certified by your school principal as meeting a course requirement by the

University of California/California State University for admission. A brief summary of the course requirements for UC and CSU admissions is on page 27 of this manual.

Inside Pages

Review the Assignment Code List before completing the assignment blocks on your form. Use only those codes designated for your specific grade levels and which appear on the Assignment Code List.

Indicate only your **current** assignment(s). List only those you perform at the present time including the course sections you are teaching during the current semester or grading period. Persons with more than eight assignments should combine them by grade level or type to fit into no more than the eight blocks. **Do not report adult, ROP, or child center/preschool classes.**

Prep Period should not be reported by any staff. This change was made solely to eliminate the many errors caused by inaccurate completion of prep period assignment blocks, and is not meant to indicate lack of importance or value of prep periods.

Administrators should complete a separate block for each different assignment they perform.

Pupil Services Personnel should complete a separate block for each different assignment they perform.

Elementary Teachers usually have only one class and should complete only one block. Prep period should not be reported. Elementary teachers who do not teach in a self-contained classroom should refer to the sections regarding support teaching assignments and itinerant teachers.

Secondary and Middle School Teachers must complete a separate block for each period of the day, excluding prep period. Study hall and homeroom are included in the category of **"nonteaching assignments"** in the code list and should be reported in a separate block.

Mentor Teachers: Mentor teachers who have release time during the regular school day should report assignment code 6010 with 0 enrollment. Teachers who perform mentor teacher duties outside of the regular school day should not report the mentor assignment.

Resource Teachers: Teachers who act as a resource to other teachers, but do not provide instruction to students, should report assignment code 6017 with 0 enrollment.

Support Teaching Assignments (Elementary): instruction provided by a teacher who is not the primary teacher of record for those students. In most cases, this is a teacher who provides instruction to students in multiple classrooms at a school or to multiple schools. This teacher may also provide instruction to small groups of students within a classroom or in another setting. Districts may use the terms "itinerant" or "pull-in/pull-out" to describe this type of assignment. Teachers who have a support teaching assignment do not need to report enrollment or grade level.

"Prep" Teachers: Teachers who provide instruction to students while the regular teacher has a prep period may report a support teaching assignment code for the subjects they actually teach. For example: a prep teacher who teaches physical education should report assignment code 2580.

Block Scheduling: Teachers who have a block schedule (alternate day) assignment should report all the classes that comprise their total assignment. For example: a teacher has classes 1, 2 and 3 on Monday, Wednesday and Friday. He also has classes 4 and 5 on Tuesday and Thursday. He should report classes 1, 2 and 3 from Wednesday (Information Day) and classes 4 and 5 from Thursday (the day after Information Day). Each of his 5 classes should be reported in a separate assignment block as 20 percent of his total assignment.

Job Sharing Teachers: Teachers who share a position with another teacher (each teacher has the responsibility for the class of students at a different time) should each report all of the students in the class. For example: Teacher A

has a fourth grade class with 28 students for the morning while Teacher B is not working, then Teacher B takes over the same 28 student class for the afternoon while Teacher A is not working. Teachers A and B should each report 28 students. Both teachers would indicate that they have a part-time position.

Team Teaching: Teachers who share a classroom assignment where both provide instruction at the same time should each report half of the students. For example: in a classroom of 28 students, Teacher A teaches reading to a small group of students, while Teacher B provides instruction to the rest of the class. Each teacher should report 14 students for that period of time. If this arrangement only happened during part of the day, it should be recorded in its own assignment block.

Itinerant Teachers: Teachers who provide instruction at more than one school should complete only one PAIF that reflects their total assignment. For example: a music teacher goes to 5 different schools in the district and has 4 classes at each school. She is at only one school on Information Day. She should report her assignment for each of the 5 schools on her one PAIF. The form should be placed at the school where she spends most of her time, or at the district office.

Class Size Reduction Option Two Teachers have no special assignment code designation for PAIF reporting, but the following instructions are critical to correct total class enrollment reporting for the school and district. Each teacher must show an enrollment of at least one student in an assignment block, so if an Option Two teacher is an "assisting" teacher and doesn't carry an individual class roster, it is very important that one or more of the students in that grade are counted on the assisting teacher's assignment block and not counted on the principal teacher's assignment block.

For example: a school has two self-contained first grade classrooms, each with 32 students. Another first grade teacher is hired to work half the day in each classroom to assist with reading and math instruction. Each of the three teachers should use the assignment code 1001 and complete one assignment block, including the assisting teacher who is working in two different classrooms. The 64 students are divided among the three teachers for the purposes of CBEDS reporting only, and each teacher is told which students to report, so that the correct numbers of males and females will be reported. The three-way split of the 64 students could be 21, 21, and 22, or it could be something else that totaled 64.

CBEDS data will be used to respond to questions about class size, so if students are counted more than once, classes will appear larger than they actually are, and if any teacher reports no students, that teacher will be eliminated from class size calculations, again making classes appear larger than they actually are.

Itinerant Pupil Services Staff: Pupil services staff who provide services at more than one school in a district should complete only one PAIF which reflects their total assignment. For example: a school psychologist provides services at 3 different schools. She should report her assignments for all 3 schools on her one PAIF, which would total to 100% of her assignment. She should complete only one assignment block as assignment code 0401 for 100%. The form should be placed at the school where she spends most of her time, or at the district office.

Library Media Teachers: All school site library media teachers should use assignment code 0402 when completing the PAIF, regardless of the library credential held - library media teacher, library credential by an earlier name (e.g. librarianship), or an emergency library media teacher credential. The library media teacher credential is a pupil services credential. It is understood that anyone with this assignment services all students in the school. Library media teachers who work at more than one school library in the district, should report their total assignment on one PAIF and place the form at the school site where most of their time is spent or at the district office.

Edit PAIF - Distance Learning

Please read the following instructions before completing this section. This section is only to record student enrollment in courses where there is no instruction provided by a district or county teacher.

Distance Learning may be a course taught at a school site through a televised broadcast or the Internet, where the teacher providing the instruction is not employed by the district/county. The PAIF for a distance learning instructional assignment should only reflect the assignment code, enrollment, grade level of the majority of students in the class, and whether the course meets the UC/CSU requirements for admission. Do not complete the biographical, status, position, or teacher credential sections for this type of assignment.

If a district/county teacher provides some of the instruction, use the appropriate assignment code and do not use this section. If a district/county teacher provides supervision only and no instruction, use a non-instructional assignment code, such as 6002 (study hall), to record this staff member's assignment.

Edit Distance Learning – District: Alameda Co. Office of Educatio							☒

Complete this section ONLY if this school provides instruction to students through Distance Learning.

School: HARBOR MIDDLE ▼

	Code	Assignment	Male	Female	Grade	UC/CSU	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Right click for list of assignment codes

Save/Exit

Edit PAIF - Private School Services

Please read the following instructions before completing this section. This section is only to record student enrollment in courses where there is no instruction provided by a district or county teacher.

Private School Services may include special education students or other students who receive instruction at a private school for instruction the county/district is unable to provide. The PAIF for a private school services assignment should only reflect the assignment code, enrollment, grade level of the majority of students in the class, and whether the course meets the UC/CSU requirements for admission. Do not complete the biographical, status, position, or teacher credential sections for this type of assignment.

Edit Private School Services - District: Alameda Co. Office of Educatio	✕

Complete this section ONLY if this school provides
instruction to students through Private School Services.

School: HARBOR MIDDLE ▼
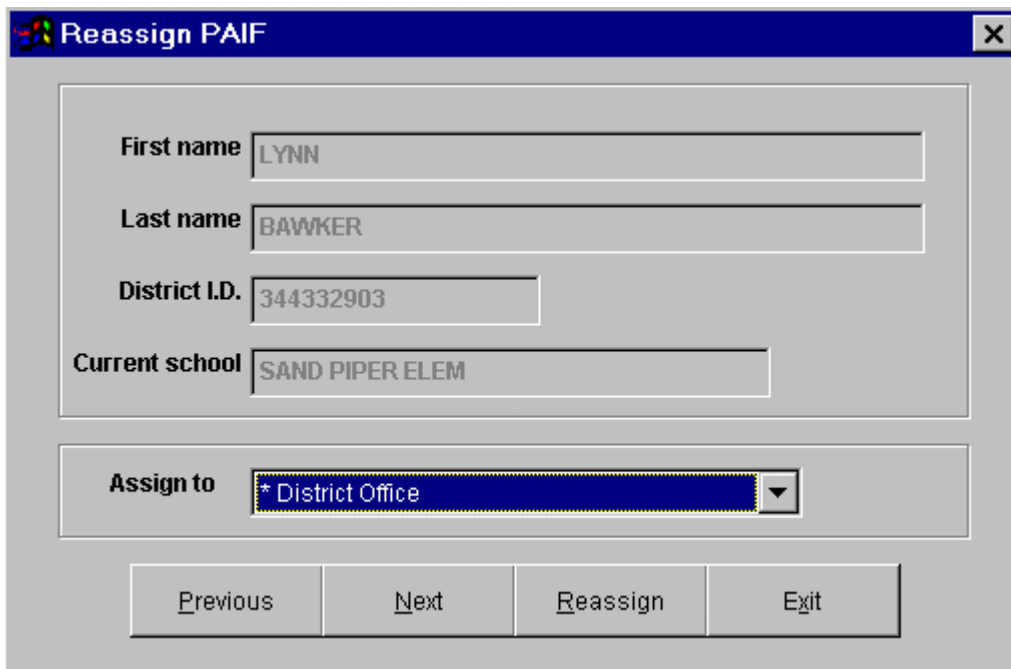
	Code	Assignment	Male	Female	Grade	UC/CSU	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Right click for list of assignment codes

Save/Exit

Reassign

The purpose of this function is to move one or more PAIFs from their currently assigned school to another school of your choice. The selected PAIF is displayed as well as an **Assign to** pick list. Select the school you wish to reassign the PAIF to and then press the **Reassign** button.

You may now use the **Previous** or **Next** button to move to the next or previous PAIF record (in the order selected in the Select PAIF screen). After moving to the next or previous record you may use the **Reassign** button to reassign the PAIF to the selected school. The **Exit** button returns you the **Select PAIF** screen.
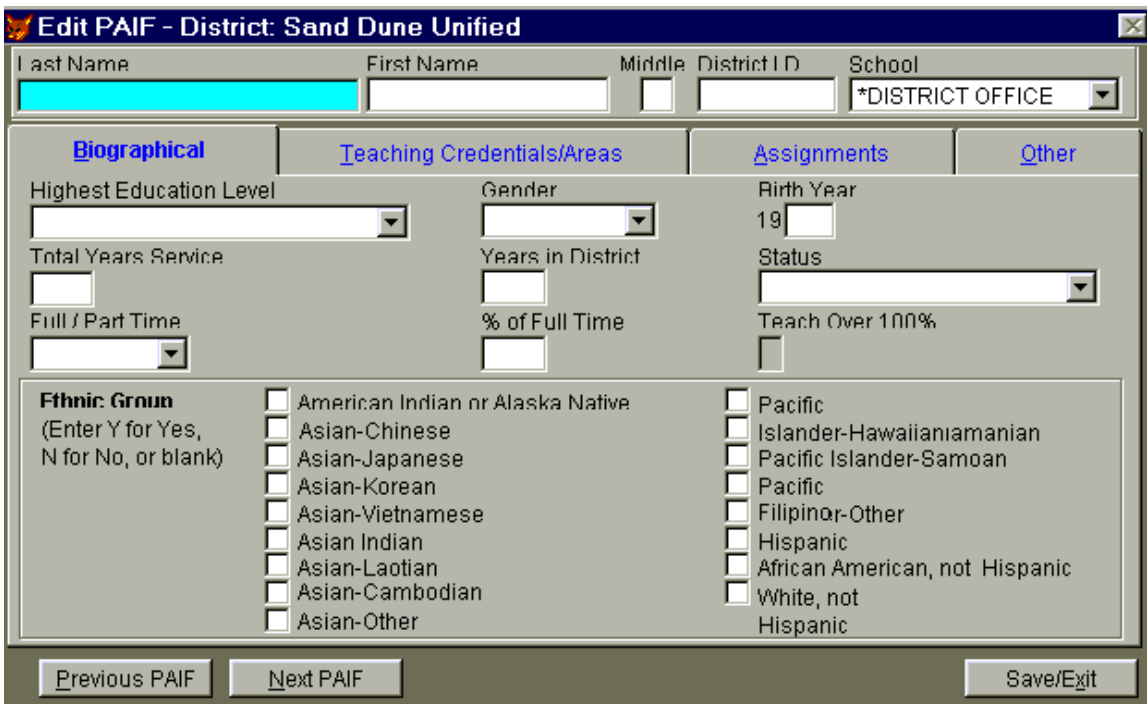
Add

When this button option is selected a blank **"PAIF"** screen is displayed. The screen requires you to enter either a district assigned identification number or a last name. You may select the school the PAIF is assigned to by using the drop down list. Press the **"Save/Exit"** button when you have completed adding the PAIF.

Delete

Use this option to delete the record that is highlighted on the **"Select PAIF"** screen. You will be asked to confirm the deletion of the selected PAIF by either typing the letter Y for **"yes"** and pressing the Enter key or by clicking the Yes with the left mouse button. (The default is an N for **"no."**) You are then returned to the **"Select PAIF"** screen.

Edit Schools
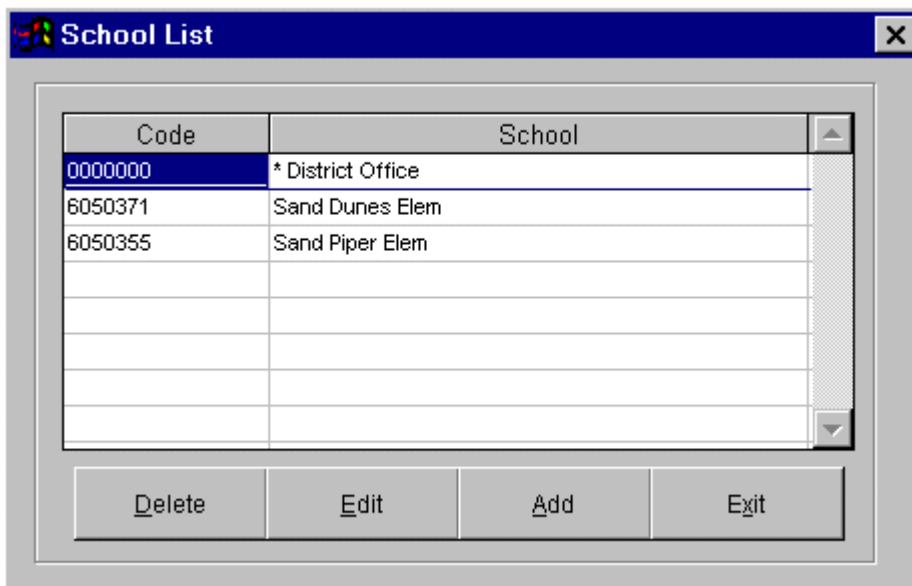
This menu option displays a list of schools associated with the district. Select the school you wish to work on. The following buttons are available:

Delete – Delete the selected school. Will not work if there are one or more PAIFs associated with the school.

Edit – Edit the selected school.

Add – Add a new school to the district.

Exit – Return to the main menu.

Code	School	
0000000	* District Office	
6050371	Sand Dunes Elem	
6050355	Sand Piper Elem	

Delete   Edit   Add   Exit

Edit Schools - Delete

Use this Option to delete the selected school record. If one or more PAIFs are associated with the school, you will not be able to delete the school. You must first either delete the PAIF records associated with the school, or **"Reassign"** the PAIF records to another school.
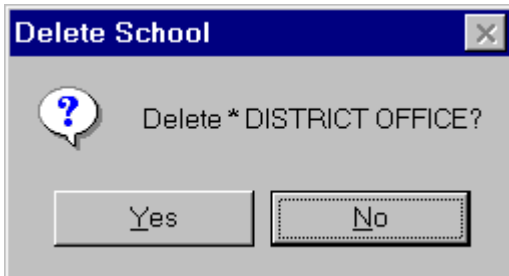
Edit Schools - Edit

Use this screen to change the name or code of the school.
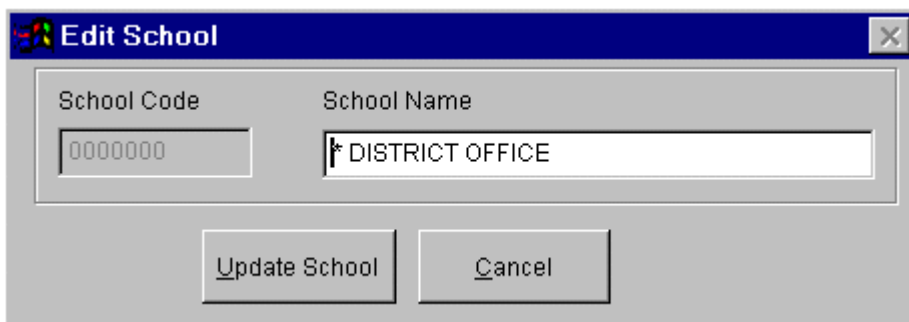
Edit Schools - Add

Use this screen to add a new school to the district. You must include a name and valid site code.

Report Menu

Report

The Report pull down menu has the following options:
  A. *Report: Remaining Errors/Warnings* – Report of all warning/errors for a district.

  B. *Documentation: Explanation of Errors* – Explanation of all warning and error checks done on PAIFs.

  C. *Form: Selected PAIF(s)* – One or more PAIFs selected from list of PAIFs in last name order.

  D. *Form: Selected schools' PAIFs* – PAIFs associated with one or more schools.

  E. *Form: Blank PAIF*—One blank PAIF form (can be used for data collection).

  F. *Report: All PAIFs in selected schools* – Listing of PAIF data for selected schools.

  G. *Report: All PAIFs in district* – Listing of PAIF data for district.

  H. *Report*: *Credential* – Displays teacher credential data at both the school and district levels.

  I. *Report*: *Stats for API* – Displays PAIF data that are used to calculate Academic Performance Index.

  J. *Report: Change by Type* – Displays a comparison of teachers, administrative staff, and pupil services staff by school.

  K. *Report: Staff Summary* – One page summary of all PAIF data for a district or in a particular school.

  L. *Report: Course Summary* – Teachers, enrollment, classes, and average class size by subject area either by district or by particular school.

  M. *Documentation: Assignment Codes* – Listing of valid assignment codes and descriptions.

File   Edit   Report/Print   Utility   Help

A. Report: Remaing Errors/Warnings
B. Documentation: Explanation of Errors

C. Form: Selected PAIF(s) ...
D. Form: Selected schools' PAIFs ...
E. Form: Blank PAIF
F. Report: All PAIFs in selected schools...
G. Report: All PAIFs in district ...
H. Report: Credential
I.   Report: Stats for API
J. Report: Change by Type
K. Report: Staff Summary   ▶
L. Report: Course summary   ▶

M.   Documentation: Assignment Codes...

Califor   (CBI
Profes   n (P/

PAI
Data
Entr
Assi
200

Report - Remaining Errors/Warnings

This function causes all PAIF records to be checked for errors. The report is organized by school name and last name.

When you have made your selection(s) you have the option to:
> **Print –** Send form to printer.
>
> **Preview –** Preview the form on the screen.
>
> **Send to file –** Send text from form to unformatted ASCII file.
>
> **Exit –** Return to main menu.

Process Report	✕
Output: **Error Report**	

Print	PreView	Send to file	Exit

Documentation - Explanation of Errors

This option is used to display a list of all the error checks that are run against each PAIF record. There are two types of error checks, Errors and Warnings. Any errors will prevent the system from enabling you to submit your data. Warnings do not prevent the submission of data. The report includes the error title and more detailed information about how the error check is performed.
When you have made your selection(s) you have the option to:
> **Print –** Send form to printer.
>
> **Preview –** Preview the form on the screen.
>
> **Send to file –** Send text from form to unformatted ASCII file.
>
> **Exit –** Return to main menu.

Process Report	✕
Output: **Explanation of Errors**	

Print	PreView	Send to file	Exit

Form - Selected PAIF(s)

This option is used to print a PAIF form for selected PAIF records. When this option is selected a screen listing all the PAIFs in your district is displayed in last name order. You may select one PAIF, a range of PAIFs (using the mouse along with Shift + click), or multiple selections (using the mouse and Ctrl + Click).

When you have made your selection(s) you have the option to:

Print – Send form to printer.

Preview – Preview the form on the screen.

Send to file – Send text from form to unformatted ASCII file.

Exit – Return to main menu.

Form - Selected Schools' PAIFs

This menu option is used to print PAIF forms for all PAIFs in selected schools. A screen listing all the schools in your district is displayed in school name order. You may select one school, a range of schools (using the mouse and Shift + click), or multiple selections (using the mouse and Ctrl +click).

When you have made your selection(s) you have the option to:

        Print – Send the PAIF forms to a printer.

        Preview – View the PAIF forms on the screen.

        Send to file – Send the PAIF forms to an ASCII file with no formatting.

        Exit - Return to the Main Menu.
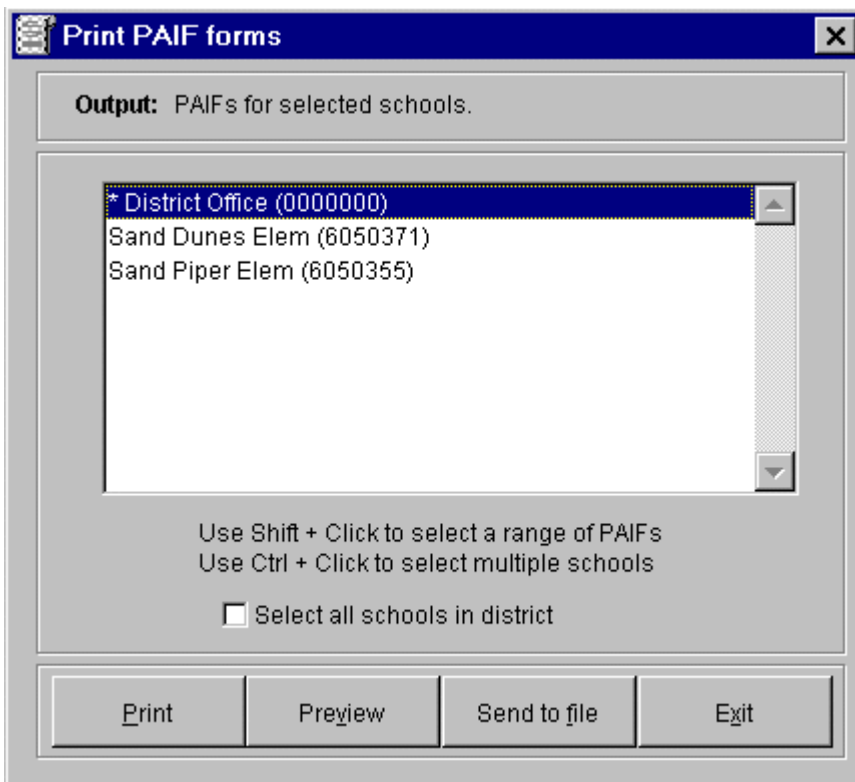
Form - Blank PAIF

This option is used to print out a blank PAIF form that contains the district code and name preprinted on the form. You may use the form for data collection.
The following options are available:

Print – Send the PAIF forms to a printer.

Preview – View the PAIF forms on the screen.

Send to file – Send the PAIF forms to an ASCII file with no formatting.

Exit - Return to the Main Menu.
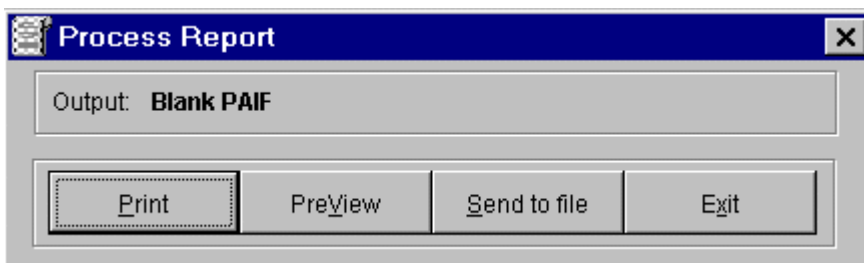
Report - All PAIFs in Selected Schools

This option is used to print selected data from all PAIFs from the selected schools. When this option is selected a screen listing all the schools in your district is displayed in school name order. You may select one school, a range of schools (using the mouse along with Shift + click), or multiple selections (using the mouse and Ctrl + Click).

When you have made your selection(s) you have the option to:

> **Print** – Send form to printer.
>
> **Preview** – Preview the form on the screen.
>
> **Send to file** – Send text from form to unformatted ASCII file.
>
> **Exit** – Return to main menu.

Report - All PAIFs in District

This option is used to print selected data from all PAIFs in the district.
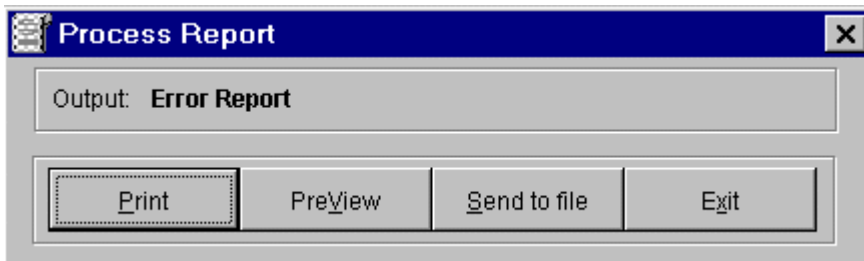
When you have made your selection(s) you have the option to:

Print – Send form to printer.

Preview – Preview the form on the screen.

Send to file – Send text from form to unformatted ASCII file.

Exit – Return to main menu.

Process Report	✕
Output: **District List of PAIFs**	

Print	PreView	Send to file	Exit

Report - Credential

This option is used to print or view teacher credential data at the school and district level.

Process Report	✕
Output: **Classroom Teacher Credential**	

Print	PreView	Send to file	Exit

Report - Stats for API

This option is used to print or view selected PAIF data that are used to determine Academic Performance Index (API).
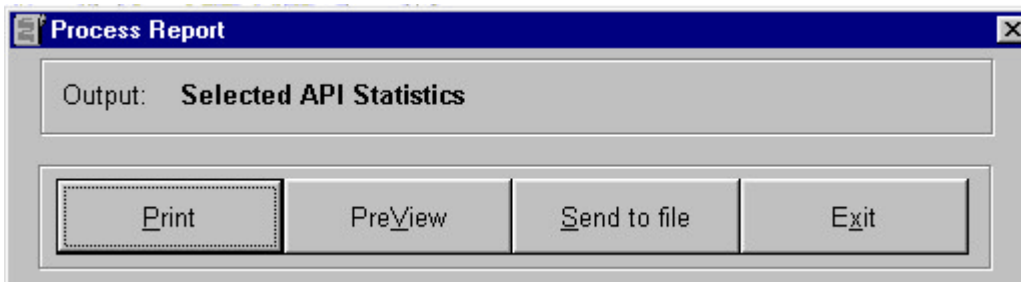
Report - Change by Type

This option is used to print a comparison of teachers, administrative staff, and pupil services staff by school.
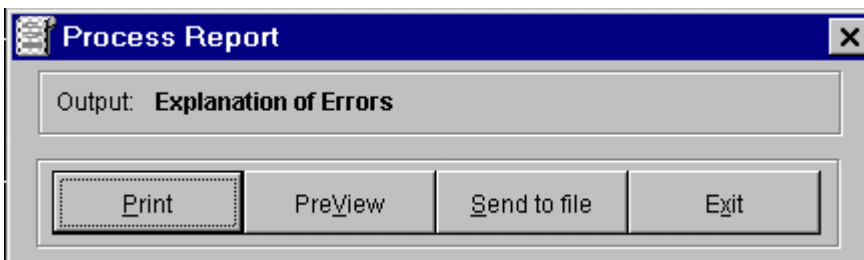
When you have made your selection(s) you have the option to:

Print – Send form to printer.

Preview – Preview the form on the screen.

Send to file – Send text from form to unformatted ASCII file.

Exit – Return to main menu.
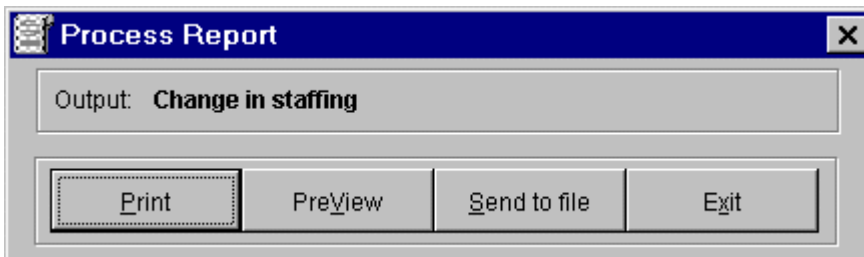
Report - Staff Summary - District

This function displays a report which summarizes all PAIF records for the district in terms of total number of employees, full-time equivalents, ethnic distributions, educational level, and gender/age.

When you have made your selection(s) you have the option to:

Print – Send form to printer.

Preview – Preview the form on the screen.

Send to file – Send text from form to unformatted ASCII file.

Exit – Return to main menu.

Process Report	✕
Output: **District Summary**	
Print	PreView	Send to file	Exit
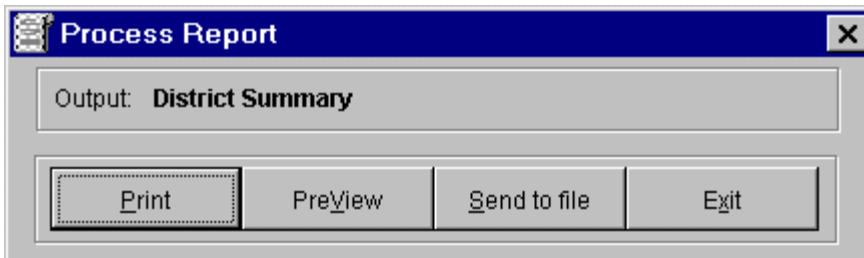
Report - Staff Summary - School

This option is used to display a report which summarizes all PAIF records for the school in terms of total number of employees, full-time equivalents, ethnic distributions, educational level, and gender/age. When this option is selected a screen listing all the schools in your district is displayed in school name order. You may select one school, a range of schools (using the mouse along with Shift + click), or multiple selections (using the mouse and Ctrl + Click).

When you have made your selection(s) you have the option to:

Print – Send form to printer.

Preview – Preview the form on the screen.

Send to file – Send text from form to unformatted ASCII file.

Exit – Return to main menu.

Report - Course Summary - District

This option is used to display a report which summarizes all PAIF records for the district in terms of total number of teachers, enrollment, classes, and average class size by subject area and grade level.

When you have made this selection you have the option to:

> **Print –** Send form to printer.
>
> **Preview –** Preview the form on the screen.
>
> **Send to file –** Send text from form to unformatted ASCII file.
>
> **Exit –** Return to main menu.
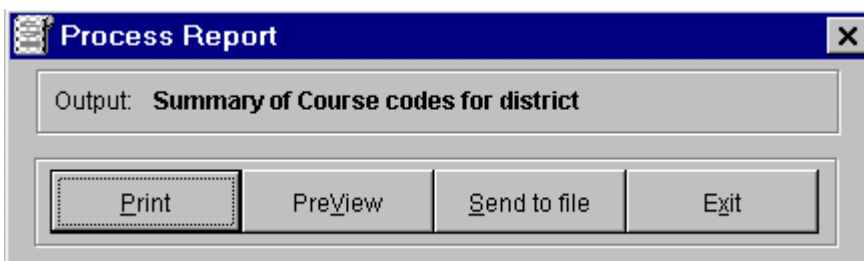
Report - Course Summary - School

This option is used to display a report which summarizes all PAIF records for the school in terms of total number of teachers, enrollment, classes, and average class size by subject area and grade level. When this option is selected a screen listing all the schools in your district is displayed in school name order. You may select one school, a range of schools (using the mouse along with Shift + click), or multiple selections (using the mouse and Ctrl + Click).

When you have made your selection(s) you have the option to:

Print – Send form to printer.

Preview – Preview the form on the screen.

Send to file – Send text from form to unformatted ASCII file.

Exit – Return to main menu.
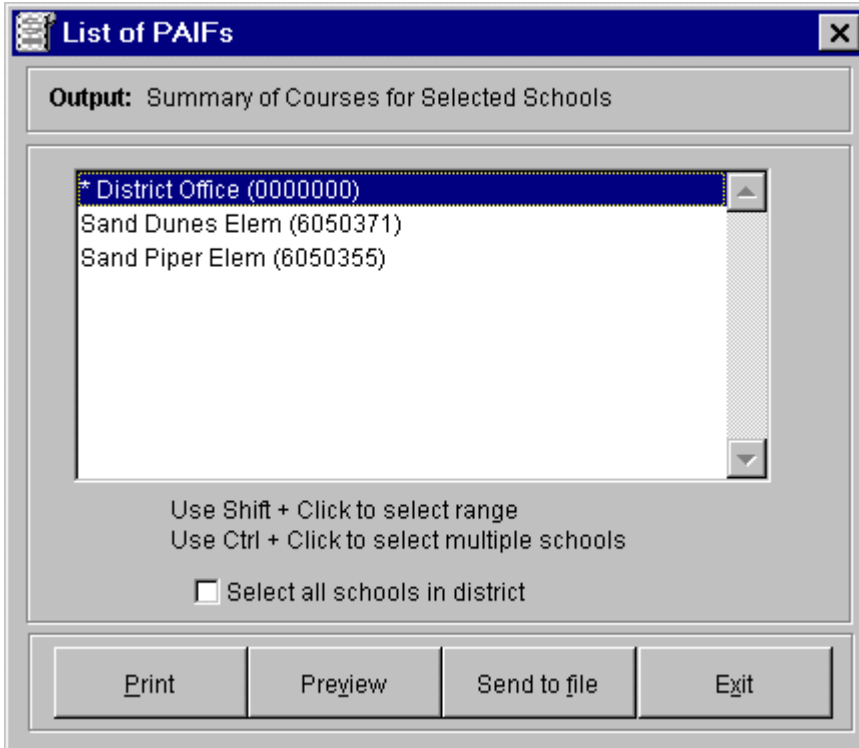
Documentation - Assignment Codes

This option is used to display a list of all the valid assignment codes used by CBEDS. The report includes the assignment code, assignment description, type of assignment (Administrative, Pupil Services, or Teacher), whether enrollment may be entered for the assignment, whether grade level may be entered for the assignment, and whether UC/CSU requirements met may be entered for the assignment.
The codes for Enrollment, Grade-level, and UC/CSU requirements are:

R – Required (Enrollment, grade-level, or UC/CSU field must have an entry).

P – Prohibited (Enrollment, grade-level, or UC/CSU field must NOT have an entry).

A – Allowed (Enrollment, grade-level, or UC/CSU field must have a Blank, Y, or N entry – depending on grade level).
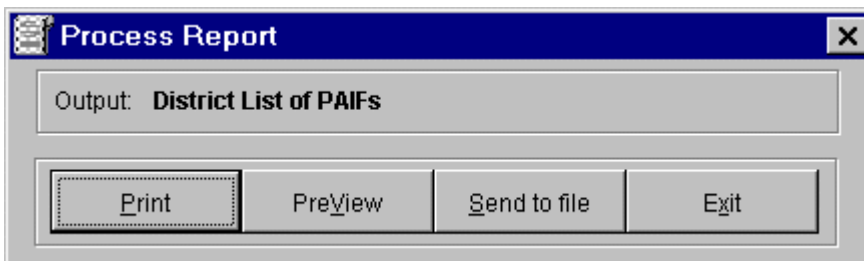
When you have made your selection(s) you have the option to:

Print – Send form to printer.
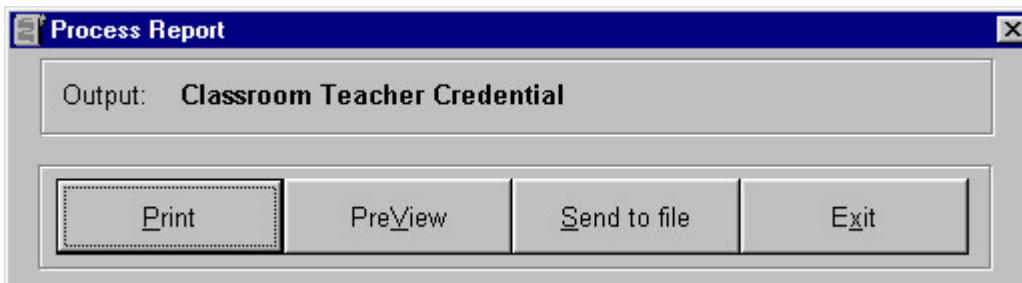
Preview – Preview the form on the screen.

**Send to file** – Send text from form to unformatted ASCII file.

Exit – Return to main menu.
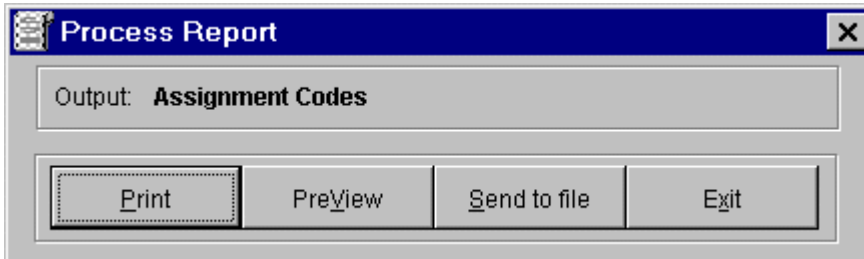
Utility Menu

Utility

The utility pull-down menu has the following options.
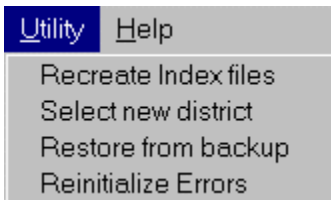
Recreate Index files
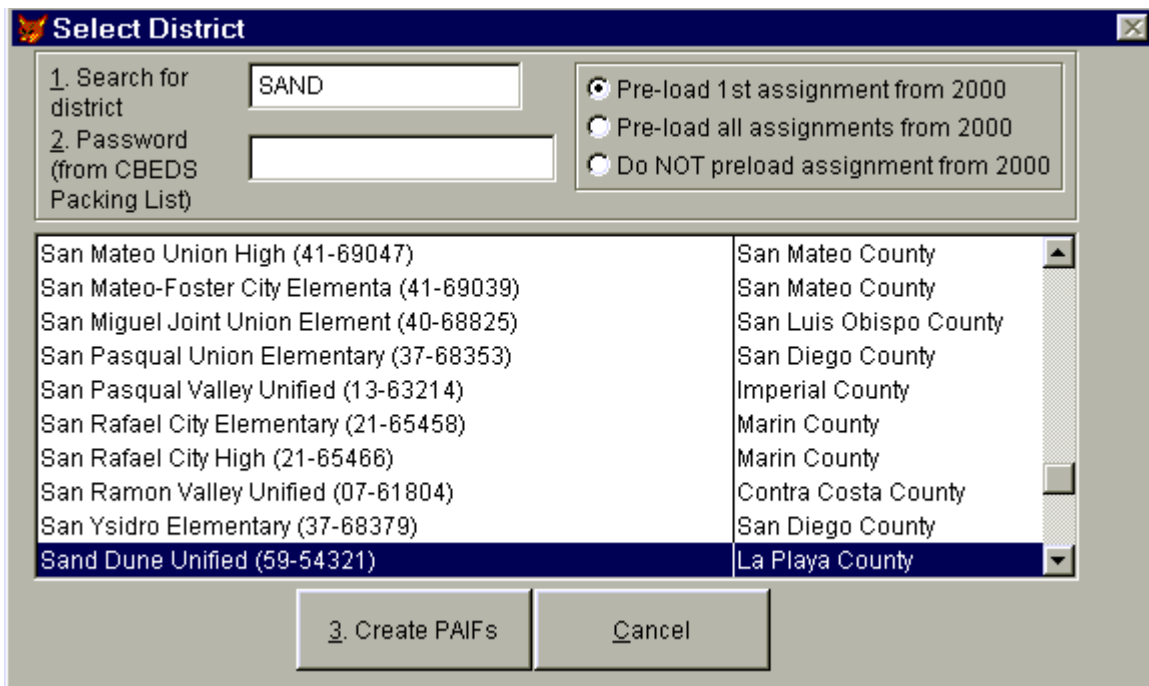
This option will rebuild index files that are used by the PAIF software to sort the data that has been entered. You will not usually need to use this option as index files are only rarely corrupted.

Select New District

This option will allow you to select a different district than the one you originally selected. If you use this option all the data that has been entered will be backed up and may be restored later.

Select New District - Specify

This option will allow you to input the name and password of the district being selected. You have the choice to pre-load the first or all the assignments from the previous year.
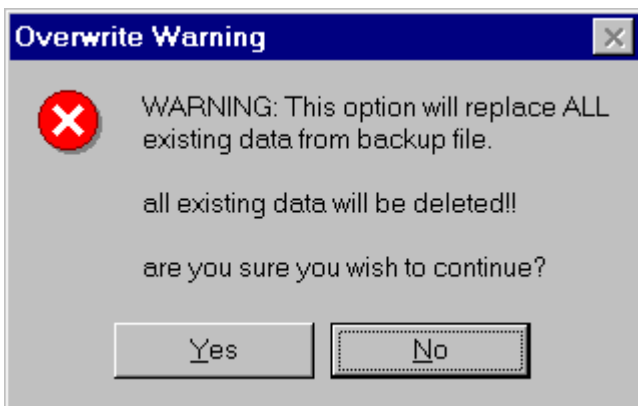
Select District

1. Search for district: SAND
2. Password (from CBEDS Packing List):

- ● Pre-load 1st assignment from 2000
- ○ Pre-load all assignments from 2000
- ○ Do NOT preload assignment from 2000

San Mateo Union High (41-69047)	San Mateo County
San Mateo-Foster City Elementa (41-69039)	San Mateo County
San Miguel Joint Union Element (40-68825)	San Luis Obispo County
San Pasqual Union Elementary (37-68353)	San Diego County
San Pasqual Valley Unified (13-63214)	Imperial County
San Rafael City Elementary (21-65458)	Marin County
San Rafael City High (21-65466)	Marin County
San Ramon Valley Unified (07-61804)	Contra Costa County
San Ysidro Elementary (37-68379)	San Diego County
Sand Dune Unified (59-54321)	La Playa County

3. Create PAIFs   Cancel

Restore from Backup

This option allows the user to restore a file that was created when the user left the program and chose to back up the data files.   The data that was saved during backup is in a slightly different format than the **"**Save as**"** option.

Overwrite Warning

WARNING: This option will replace ALL existing data from backup file.

all existing data will be deleted!!

are you sure you wish to continue?

Yes   No

Reinitialize Errors

This option will erase all the errors and re-run all the error checks. You will not usually need to use this option as the errors are maintained through normal update process.

Help Menu

Three functions are available from the **Help** pull down menu.
These options include:

>**About –** Displays window that shows the version and release date of the PAIF software.

>**Topics –** Starts the PAIF help system and displays help topics.

>**Phone numbers –** Displays a window that contains the telephone number and hours available for the Genesis Data user services desk.

>**WWW Education Demographics –** A direct Internet link to the California Department of Education's Demographics Homepage (www.cde.ca.gov/demographics).

>**WWW CBEDS Software –** A direct Internet link to the Educational Demographics CBEDS Software Web Page (www.cde.ca.gov/demographics/software/uppage.htm) which allows you to download remedies to CBEDS software problems. You may also download the complete CBEDS programs from this site.
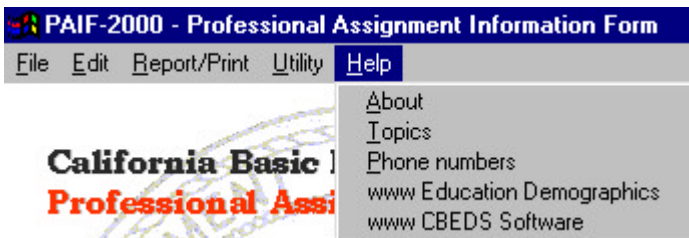
Glossary of Terms

Administrative Employee

An administrative employee is defined as an employee of the district in a position requiring certification but who is not required to provide direct instruction to pupils or direct services to pupils (services such as those provided by a pupil services employee E.C. 41401). This does not include mentor teachers who are to be reported as teachers (E.C. 44496, AB 70, Chapter 1302, 1983 Statute).

Advanced Placement

Advanced Placement (AP) is a program that allows high school students to complete college level coursework. The College Board, sponsor of the program, provides a variety of courses in history, language, science, mathematics, music, and art. Colleges participating in the program may grant college credit or appropriate placement to students who pass the AP examination.

Alternative Education

"Alternative education**"** is a course of study prescribed by the Education Code which is **different** from and is an alternative to conventional or regular instruction (see E.C. § 51225.3 (b)). For the district, it may be **mandated** (as with a continuation high school) or **optional** (as with a **"**magnet,**"** independent study option, or a partnership academy). For pupils and teachers in an alternative school or program established under the Education Code provisions for alternatives (see E.C. § 58500- 58512) participation is always voluntary.

For some other educational alternatives, including continuation and opportunity education, pupil and teacher participation may be involuntary. Alternative education is essentially **an alternative to regular schoolin**g. Students may be engaged in more than one alternative concurrently. The categories within which students in alternative educational programs are to be reported on the *School Information Form* are discussed below:

"Continuation Classes**"** are classes which meet the mandate for continuation education. These classes are maintained for students enrolled in the comprehensive high school or a continuation high school.

"Community/experience based**"** means any instructional program that is based in the community, including community service, internship, city (or community) as school, school without walls, and experience or field-based education. Do not include community day schools.

"Opportunity**"** means an instructional program for pupils at-risk, with specialized curriculum, counseling, and psychological services for rehabilitation purposes that is

not a permanent alternative to regular education. It is typically provided in one classroom with one or more teachers. See E.C. § 48630-48637.

"Magnet" means any program or school within a school designed to attract students away from their school of residence. A magnet school/program is established and operates on the basis of a particular curriculum theme and/or a particular instructional mode or structure, and may or may not be intended for achieving racial balance.

"Pregnancy/Parenting" refers to the total number of identified pregnant/parenting female and expectant/parenting male pupils who receive specialized services (child care, classes, counseling, case management, etc.) through the school or program in which they are enrolled. Count each student only once.

"Independent study" means an alternative to classroom instruction consistent with the district's course of study, engaged in voluntarily by the pupil in accordance with the terms and conditions of a written agreement as required by EC sections 51745-51749.3. The pupils' study is always under the general supervision of a certificated district teacher.

"Other" means all alternative programs or educational options not encompassed by the preceding categories.

"Other" would **not** include Community Day Schools (E.C. § 48660) since these are separate schools and not programs offered as part of another school. Each Community Day School should have its own CDS code and be reported on its own School Information Form.

"Number of graduates meeting high school requirements through independent study" is for reporting the number of students who were engaged in independent study and who either graduated from high school or successfully completed a high school equivalency exam (i.e., GED or CHSPE) during the prior school year.

Class Size Reduction

If a district implements Option 1 there is one certified teacher for each K-3 class of 20 or fewer students assigned to a separate, self-contained classroom. Students are assigned to this class for the substantial majority of the school day.

If a district implements Option 2 there is one certified teacher for each K-3 class of 20 or fewer students for half of the instructional minutes per day. Reading and mathematics, as a minimum, must be provided during the minutes of reduced size classes.

Classified Employee

A classified employee is defined as an employee of a school district, employed in a position not requiring certification qualifications. In addition to the paraprofessionals and office/clerical staff, "other classified staff" may include custodians, food service staff, bus drivers, business managers, or staff below the level of assistant and deputy superintendents who hold positions not requiring credentials. For CBEDS reporting, do not include preschool, adult education, or ROP classified employees. County/District offices may use different time periods to qualify employees as full-time. However, for CBEDS reporting, a staff member must work a minimum 30 hours per week to be given full-time status.

Community Service

Community Service means volunteering done in the community. The terms "community service" and "service-learning" are sometimes used interchangeably, but they are distinct concepts. See the definition of "Service-Learning" for further reference.

Dropouts

The California Department of Education defines a dropout for the CBEDS data collection as a person who meets the following criteria:

- was formerly enrolled in grades 7, 8, 9, 10, 11, or 12
- has left school for 45 consecutive school days and has not enrolled in another public or private educational institution or school program
- has not re-enrolled in the school
- has not received a high school diploma or its equivalent
- was under twenty-one years of age
- was formerly enrolled in a school or program leading to a high school diploma or its equivalent

Districts must consider students as potential dropouts, if their 45th day of consecutive non-attendance occurred between the opening day of school in the fall of 2000 and the closing day of school in the spring of 2001. For CBEDS reporting, these students are to be officially reported as dropouts if they have not returned to school by Information Day in October 2001. Thus, students who had left school for more than 45 days, but returned prior to Information Day in 2001, are not to be reported as dropouts.

The Department maintains a policy regarding dropout verification, which accepts documentation other than transcripts as evidence that students, who have left school for more than 45 days, are enrolled in other institutions of higher learning or have received a high school diploma or its equivalent. The documentation must be received from a responsible adult having knowledge of the student's status.

Districts are responsible for determining the status of their "no-show" students. "No-shows" are students who completed any of grades 7 through 11 during the 1998-99 school year, but who did not begin attending the next grade in the school to which they were assigned or in which they had pre-registered or were expected to attend in the fall of 2000. It is important to verify if no-shows are

dropouts or merely attending a school other than the school where they were expected. If you establish that a fall 2000 "no-show" student assigned to your school is a dropout, you are responsible for reporting that student as a dropout on the October 2001 CBEDS report.

If a student is under 21 years of age, transfers to an adult school and is a no show at the adult school, the school that transferred the student should report the student as a dropout. It is the high school's responsibility to determine if the student is enrolled and attending the adult school.

Unless a district has year-round schools, summer school should not be counted as part of the non-attendance days.

A "Dropout Checklist" is available in the CBEDS Administrative Manual to assist in determining if a student is a dropout..

Educational Calendar

Single-track Year-Round School. Students follow an educational calendar, which has frequent and shorter vacation periods. The entire student body occupies the facility for on-track sessions, and shares similar vacation schedules during off-track periods.

Multitrack Year-Round School. Students are divided into three to five groups to increase the enrollment capacity of the facility. The three, four or five tracks rotate throughout the year, following an educational calendar, which has frequent and shorter vacation periods. One of the tracks is always on vacation.

60/20 – Under this plan, the school year is divided into three 60-day (12 week) instructional periods and three 20-day (4 week) vacation periods.

60/15 – Under this plan, the school year is divided into three 60-day (12 week) instructional periods and four 15-day (3 week) vacation periods.

90/30 – Under this plan, the school year is divided into two 90-day (18 week) instructional periods and two 30-day (6 week) vacation periods.

45/15 – Under this plan, the school year is divided into four 45-day (9 week) instructional periods separated by four 15-day (3 week) vacation periods.

Concept 6 – The school year is divided into two 80-day (16 week) instructional periods and two 40-day (8 week) vacation periods. This is a three-track calendar.

Custom Calendar – A year-round educational program not described above which has less than eight consecutive weeks of vacation scheduled during the school year.

Racial/Ethnic Designation

The following racial and ethnic designations and definitions have been modified to reflect the new federal standards and more current use. The racial/ethnic designation that most closely reflects the individual's recognition in the community should be used for the purposes of this report. For student enrollment, report each student in only one designation. For each certificated staff, the district may report one or more racial/ethnic designation(s).

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. On the PAIF, the racial/ethnic designation of Asian is further broken into sub-categories.

African American, not of Hispanic Origin: A non-Hispanic person having origins in any of the black racial groups of Africa.

Filipino: A person having origins in any of the original peoples of the Philippine Islands.

Hispanic or Latino: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands (excludes the Philippine Islands). On the PAIF, the racial/ethnic designation of Pacific Islander is further broken into sub-categories.

White, not of Hispanic Origin: A non-Hispanic person having origins in any of the original peoples of Europe, North Africa, or the Middle East, e.g., England, Portugal, Egypt, and Iran.

Multiple or No Response: This is not a designation that should be used for local collection of racial/ethnic data from individuals. This designation, probably an interim measure, should be used to report aggregated data from districts that have decided to allow parents or students to identify more than one race or ethnicity or to not make any identification. This designation has been added to provide reporting flexibility to districts that may already be implementing the federal standards. There is no requirement that districts change their racial/ethnic data collection at this time.

Full-time Equivalent (FTE) Employee-Certificated Staff Only

A Local Educational Agency (LEA) may be using different time periods to qualify certificated employees as full-time. However, for CBEDS reporting, a certificated staff member must work a minimum of thirty hours per week to be given full-time equivalent status. The Department expects that most districts will have between thirty and forty hours a week as a minimum requirement for full-time status. Personnel who work less than full time are to be designated by the percentage of time they work. For example, a half-time person is .50 FTE; a quarter-time person is .25 FTE, etc.

Gifted and Talented Education (GATE)

Gifted and talented pupils are defined in the Education Code section 55201 as pupils enrolled in a public elementary or secondary school who are identified as possessing demonstrated or potential abilities that give evidence of high performance capability. High performance capability is defined by each school district governing board. Each district shall use one or more of the following categories in defining the capability: intellectual, creative, specific academic, leadership, high achievement, performing and visual arts talent, or any other criterion proposed by the district and approved by the State Board of Education in the district's GATE application. (Education Code Section 52202)

Grade Level

Grade level is established based on district criteria.

Information Day

On this day, personnel in schools, districts, and county offices of education are requested to provide information regarding school staff, enrollment, and accountability indicators.

Ilterdistrict Transfers

Interdistrict transfer students are defined as incoming students from a California school district that have voluntarily sought and subsequently received a transfer permit to attend another school district. For CBEDS reporting, the district should report the number of interdistrict transfers that are received by the district.
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International Baccalaureate

The International Baccalaureate (IB) is an internationally recognized high school diploma. All IB diploma candidates are required to engage in the study of languages, sciences, mathematics, and humanities in the final two years of high school. Universities may grant college credit or appropriate placement to students who pass the IB examination.

Other Classified Staff

Other classified staff includes all non-certificated staff not reported as "paraprofessionals" or "office/clerical staff," such as managers, custodians, food service staff, bus drivers, noon duty supervisors, staff below the level of assistant and deputy superintendent, etc.

Paraprofessional

Paraprofessional includes teaching assistants, teacher aides, pupil service aides, and library aides.

Pupil Services Employee

A pupil services employee is defined as an employee of the district in a position requiring a standard designated services credential, health and development credential, or a librarian credential and who performs direct services to pupils (e.g., counselors, guidance and welfare personnel, librarians, psychologists, etc.). Program specialists as defined in Education Code Section 56368 are also to be reported as pupil services employees.

School-Based Health Center

A school-based health center (SBHC) is dedicated to providing a comprehensive, primary care program offering age appropriate primary medical, mental health, disease prevention, health education, and social services. Most services are provided on site on the school campus. SBHCs also provide linkages and referrals to primary care providers.

School-Linked Health Center

A school-linked health center (SLHC) is a comprehensive primary care program offering age appropriate primary medical, mental health, disease prevention, health education, and social services. A SLHC is located near one or more schools, but not on a school campus. SLHCs have formal agreements with one or more districts or schools regarding areas such as referral, confidentiality, and feedback.

Service-Learning

Service-Learning is an instructional strategy that uses community service to achieve educational goals. The following five elements must be evident in order for an activity to be classified as Service-Learning. Service-Learning is a method:

–whereby students learn and develop through active participation in thoughtfully organized service that is conducted in and meets the needs of a community;

–which is coordinated with an elementary school, secondary school, institutions of higher education, or
community service programs, and with the community;

–which helps foster civic responsibility;

–which is integrated into and enhances the academic curriculum of the students, and

–which provides structured time for the students to reflect on the service experience.

Special Education Reporting

Each special education student, (including special day class) should be reported in the grade appropriate to his or her level. This is important because some funding sources use CBEDS enrollment counts from specified grade levels and ungraded students may not be counted. If it is not possible to report a grade level for the special day class students, school districts may report them on CBEDS in either **"Ungraded elementary (K–8)"** or **"Ungraded secondary (9–12)"**. Districts should report only those students who are enrolled in kindergarten through grade 12.

Support Teaching Assignments

Instruction provided by a teacher who is not the primary teacher of record for those students. In most cases, this a teacher who provides instruction to students in multiple classrooms at a school or to multiple schools. This teacher may also provide instruction to small groups of students within a classroom or in another setting. The support teaching assignment codes are intended for elementary teaching assignments. In most cases, the middle and high school teachers should not use these codes to report their assignments.

Teacher

A teacher is defined as an employee of the school district who holds a position requiring certification and whose duties require direct instruction to the pupils in the school(s) of that district. Mentor teachers are to be reported as teachers. Long-term substitutes may be reported as teachers only if the employees for whom they are substituting are not reported.

Teaching Credentials

District Internship: District credential program in which interns participate in preparation that includes staff development, but may or may not include college coursework.

University Internship: University credential program in which the intern is enrolled in the university taking coursework while teaching.

Pre-intern: The pre-internship program sponsored by school districts or county offices is designed to assist and support teachers in meeting subject-matter competence for an internship program or full credential. Employers provide basic training in classroom management, lesson planning, and teaching methods.

Emergency Permit: Requested by an employer on behalf of an individual who does not qualify for a credential or internship but meets minimum certification requirements. The permit holder completes credential requirements through a college or university for renewal. For purposes of this collection, districts are not required to report an authorization for the **"30-day emergency permit"**.

Waiver: Requested by an employer on behalf of an individual when the employer is unable to find credentialed teachers or individuals who qualify for an emergency permit.

Ungraded Elementary (K-8)

Ungraded elementary means any student in kindergarten through grade 8 in an ungraded program. These may include special education students in special day classes.

Ungraded Secondary (9-12)

Ungraded secondary means any students in grades 9 through 12 (excluding adults) in an ungraded program. These may include special education students in special day classes.

Wide Area Network

This is a network that connects Local Area Networks (LANs) and single computer systems to other systems and other LANs outside the building. Most WANs are connected via the Internet, Bitnet, or other internetworks.

Appendices

Appendix A - PAIF File Layout 2001

Modifications/Additions to the PAIF file layout are summarized below.

Summary of Modifications/Additions for 2001			
Item	**Field Name**	**Type of Change**	
12	Birth_year	Modification	Birth year **VALID CODES** changed from 18-81 to calculation (Greater than Current year – 87 and less than Current year – 18, or all Blanks)
14	Yrs_teach	Modification	Total years teaching **VALID CODES** changed from 1-59 to 1-65.
15	Yrs_dist	Modification	Total years teaching in district **VALID CODES** changed from 59 to 65.
45, 54, 63, 72, 81, 90 99 108	Gd_lev_1 Gd_lev_2 Gd_lev_3 Gd_lev_4 Gd_lev_5 Gd_lev_6 Gd_lev_7 Gd_lev_8	Modified old code Added new code	Changed code 13 from **"**multiple grades no majority**"** to **"**multiple grades no majority (K-8). Added code 14 **"**Multiple grades no majority (9-12)**"**
139	Specsubj	Addition	Added credential - Special Designated Subjects (driver education, driver training, ROTC basic military drill, aviation flight or ground instruction)
140	Dist_lrn	Addition	Added code to indicate that class is a distance learning class
141	Priv_srv	Addition	Added code to indicated that class is being taught by a private school teacher providing services to public school students

PAIF File Layout 2001

There is one record for every PAIF submitted.

Please note changes for 2001 are highlighted in bold in the table below.

Advance Warning: changes for 2002 CBEDS: A number of fields will be removed from the PAIF file layout for the October 2002 data collection. These fields are have a **"to be removed in 2002"** comment in the table below. Please plan for these changes for the 2002 data collection.

Item	Field Name	Loc	Size	Valid Codes	Comments
1	Rec_id	1-6	6		
2	cd_code	7-13	7		County/district code number
3	sch_code	14-20	7		School code number
4	dist_name	21-50	30		District name (to be removed in 2002)
5	sch_name	51-80	30		School name (to be removed in 2002)
6	filler1	81-92	12		(to be removed in 2002)
7	last_name	93-111	19		Last name
8	first_name	112-121	10		First name
9	m_l	122	1		Middle initial
10	Ssn	123-131	9		District Assigned I. D. number
11	Gender	132	1	M or F	Gender
12	birth_year	133-134	2	Greater than Current year – 87 and less than Current year – 18) or all Blanks	Birth Year – (changed from 18-81 to calculation – 2001)
13	ed_level	135-135	1	1-6	Education level: 1=Doctorate; 2=Master's degree+30 semester hours; 3=Master's degree; 4=Bachelor's degree+30 semester hours; 5=Bachelor's degree; 6=Less than Bachelor's degree;
14	yrs_teach	136-137	2	1-65 or all Blanks	Total years teaching (changed from 59 to 65-2001)
15	yrs_dist	138-139	2	1-65 or all Blanks	Years teaching in district (cannot exceed total years teaching) (changed from 59 to 65-2001)
16	Ind	140	1	Y,N,Blank	American Indian or Alaska Native
17	Chin	141	1	Y,N,Blank	Asian – Chinese
18	Japn	142	1	Y,N,Blank	Asian – Japanese
19	Kor	143	1	Y,N,Blank	Asian – Korean
20	Viet	144	1	Y,N,Blank	Asian – Vietnamese
21	Asiaind	145	1	Y,N,Blank	Asian – Asian Indian
22	Lao	146	1	Y,N,Blank	Asian – Laotian
23	Cam	147	1	Y,N,Blank	Asian – Cambodian
24	Othasn	148	1	Y,N,Blank	Asian – Other
25	Haw	149	1	Y,N,Blank	Pacific Islander – Hawaiian
26	Gua	150	1	Y,N,Blank	Pacific Islander – Guamanian
27	Sam	151	1	Y,N,Blank	Pacific Islander – Samoan

28	Othpac	152	1	Y,N,Blank	Pacific Islander – Other
29	Fil	153	1	Y,N,Blank	Filipino
30	Hisp	154	1	Y,N,Blank	Hispanic
31	Blk	155	1	Y,N,Blank	African American - not Hispanic
32	Wht	156	1	Y,N,Blank	White not Hispanic
33	over_100	157	1	Y, N, or Blank	Teach over 100% Y=Yes N=No
34	Status	158	1	T, P, L, or O	T=Tenured; P=Probationary; L=Long-term Substitute or Temporary; O=Other
35	f_p_time	159	1	F or P	F=Full time; P=Part time;
36	perc_time	160-161	2	1-99, or Blank	If f_p_time=F, then Blank; If f_p_time=P, then 01-99
37	filler3	162	1	Blank	(to be removed in 2002)
38	asn_code_1	163-166	4	0100-0501 or 1001-6099	Assignment 1: Valid Assignment Code Value 0100-6099
39	asn_pct_1	167-169	3	001-100	Percent in Assignment
40	m_enroll_1	170-172	3	000-199	Male enrollment
41	f_enroll_1	173-175	3	000-199	Female enrollment
42	filler4	176	1	Blank	(to be removed in 2002)
43	uc_csu_1	177	1	Y, N, or Blank	Is course designated as meeting UC/CSU requirements for admission? For 2000 level courses: Grades K-6 can have N or Blank; Grades 7-8 can have Y, N, or Blank; Grades 9-12 can have Y or N
44	filler5	178-179	2	Blank	(to be removed in 2002)
45	gd_lev_1	180	1	A-J	Grade level A = any of K-3 B = 4 C = 5 D = 6 E = 7 F = 8 G = 9 H = 10 I = 11 J = 12 K = Multiple grades, no majority Blank = Not applicable
46	filler6	181	1	Blank	(to be removed in 2002)
47	asn_code_2	182-185	4		Assignment 2
48	asn_pct_2	186-188	3		
49	m_enroll_2	189-191	3		
50	f_enroll_2	192-194	3		
51	filler7	195	1		(to be removed in 2002)
52	uc_csu_2	196	1		
53	filler8	197-198	2		(to be removed in 2002)
54	gd_lev_2	199	1		
55	filler9	200	1		(to be removed in 2002)
56	asn_code_3	201-204	4		Assignment 3
57	asn_pct_3	205-207	3		
58	m_enroll_3	208-210	3		
59	f_enroll_3	211-213	3		
60	filler10	214	1		(to be removed in 2002)

61	uc_csu_3	215	1		
62	filler11	216-217	2		(to be removed in 2002)
63	gd_lev_3	218	1		
64	filler12	219	1		(to be removed in 2002)
65	asn_code_4	220-223	4		Assignment 4
66	asn_pct_4	224-226	3		
67	m_enroll_4	227-229	3		
68	f_enroll_4	230-232	3		
69	filler13	233	1		(to be removed in 2002)
70	uc_csu_4	234	1		
71	filler14	235-236	2		(to be removed in 2002)
72	gd_lev_4	237	1		
73	filler15	238	1		(to be removed in 2002)
74	asn_code_5	239-242	4		Assignment 5
75	asn_pct_5	243-245	3		
76	m_enroll_5	246-248	3		
77	f_enroll_5	249-251	3		
78	filler16	252	1		(to be removed in 2002)
79	uc_csu_5	253	1		
80	filler17	254-255	2		(to be removed in 2002)
81	gd_lev_5	256	1		
82	filler18	257	1		(to be removed in 2002)
83	asn_code_6	258-261	4		Assignment 6
84	asn_pct_6	262-264	3		
85	m_enroll_6	265-267	3		
86	f_enroll_6	268-270	3		
87	filler19	271	1		(to be removed in 2002)
88	uc_csu_6	272	1		
89	filler20	273-274	2		(to be removed in 2002)
90	gd_lev_6	275	1		
91	filler21	276	1		(to be removed in 2002)
92	asn_code_7	277-280	4		Assignment 7
93	asn_pct_7	281-283	3		
94	m_enroll_7	284-286	3		
95	f_enroll_7	287-289	3		
96	filler22	290	1		(to be removed in 2002)
97	uc_csu_7	291	1		
98	filler23	292-293	2		(to be removed in 2002)
99	gd_lev_7	294	1		
100	filler24	295	1		(to be removed in 2002)
101	asn_code_8	296-299	4		Assignment 8
102	asn_pct_8	300-302	3		
103	m_enroll_8	303-305	3		
104	f_enroll_8	306-308	3		
105	filler25	309	1		(to be removed in 2002)
106	uc_csu_8	310	1		
107	filler26	311-312	2		(to be removed in 2002)
108	gd_lev_8	313	1		
109	full_cred	314	1	Y, N, or blank	Full Credential
110	univ_int	315	1	Y, N, or blank	University Intern
111	dist_int	316	1	Y, N, or blank	District Intern
112	Pre_int	317	1	Y, N, or blank	Pre Intern
113	Emergency	318	1	Y, N, or blank	Emergency
114	waiver	319	1	Y, N, or blank	Waiver of Credential
115	elem	320	1	Y, N, or blank	Elementary/Self-contained Classroom
116	sec	321	1	Y, N, or blank	Secondary/Subject-specific Classroom
117	gen_sec	322	1	Y, N, or blank	General Secondary

118	agri	323	1	Y, N, or blank	Agriculture
119	art	324	1	Y, N, or blank	Art
120	business	235	1	Y, N, or blank	Business
121	english	326	1	Y, N, or blank	English
122	for_lang	327	1	Y, N, or blank	Foreign Language
123	health	328	1	Y, N, or blank	Health Science
124	home_econ	329	1	Y, N, or blank	Home Economics
125	ind_tech	330	1	Y, N, or blank	Industrial and Technology
126	life_sci	331	1	Y, N, or blank	Life Science
127	math	332	1	Y, N, or blank	Mathematics
128	music	333	1	Y, N, or blank	Music
129	phys_ed	334	1	Y, N, or blank	Physical Education
130	phys_sci	335	1	Y, N, or blank	Physical Science
131	soc_sci	336	1	Y, N, or blank	Social Science
132	Voc	337	1	Y, N, or blank	Vocational
133	spec_ed	338	1	Y, N, or blank	Special Education Specialist
134	Reading	339	1	Y, N, or blank	Reading Specialist
135	BCC	340	1	Y, N, or blank	Bilingual Education (BCC or BCLAD)
136	ELD	341	1	Y, N, or blank	English Language Development (CLAD, LDS, or ESL)
137	SDAIE	342	1	Y, N, or blank	Specially Designed Academic Instruction in English (SDAIE)
138	Adult	343	1	Y, N, or blank	Adult Education
139	SpecSubj	344	1	Y, N, or blank	**Special Designated Subjects (driver education, driver training, ROTC basic military drill, aviation flight or ground instruction) – New 2001**
140	Dist_lrn	345	1	Y, N, or blank	**Distance learning classroom – New 2001**
141	Priv_srv	346	1	Y, N, or blank	**Private school teacher providing services to public school students – New 2001**
142	filler27	347-358	12	Blank	**(changed from 15 bytes to 12 bytes – 2001)** **(to be removed in 2002)**
143	Process_method	359	1	S, P, T	Alpah S = Software, P=Paper, T=Tape
144	p	360	1	P	Record type (Capitol **"P"**)